



Contact for apologies: Sue Hammond
ph: 8384 0747
email: sue.hammond@onkaparinga.sa.gov.au
Contact number for meeting venue: 8384 0614

24 May 2019

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN in accordance with Section 87 of the *Local Government Act 1999* that an **ICT Reform Project Steering Committee meeting** of the City of Onkaparinga will be held on **Thursday 30 May 2019 at 6pm** at the Civic Centre, Ramsay Place, Noarlunga Centre in Meeting Room 1 for the purpose of considering the items included on the attached agenda.

We recognise that the land on which we meet has considerable natural and cultural heritage, including thousands of years of traditional ownership by Kurna.



Mark Dowd
Chief Executive Officer

Disclaimer: Please note that the contents of the Committee Agendas have yet to be considered by the Committee and recommendations contained herein may be altered or changed by the Committee or Council in the process of formally making decisions of Council.



City of Onkaparinga
PO Box 1
Noarlunga Centre
South Australia 5168
www.onkaparingacity.com

Noarlunga office
Ramsay Place
Noarlunga Centre
Ph: 8384 0666
Fax: 8382 8744

Aberfoyle Park office
The Hub
Aberfoyle Park
Ph 8384 0666
Fax: 8270 1155

Willunga office
St Peters Terrace
Willunga
Ph: 8384 0666
Fax: 08 8556 2641

Woodcroft office
175 Bains Road
Morphett Vale
Ph: 8384 0666
Fax: 08 8556 2641

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City of Onkaparinga

Agenda for the ICT Reform Project Steering Committee meeting to be held on 30 May 2019

Venue: Civic Centre, Meeting Room 1
Ramsay Place, Noarlunga Centre

Meeting commenced:

Present:

Apologies:

Leave of absence:

Absent:

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1.	Opening of meeting	7
2.	Reports of officers	7
2.1	Terms of Reference for the ICT Reform Project Steering Committee	7
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1. Opening of meeting

2. Reports of officers

2.1 Terms of Reference for the ICT Reform Project Steering Committee

This is a regular or standard report.

Manager:	Alison Hancock, Director Corporate and City Services
Report Author:	Sue Hammond, Governance Officer
Contact Number:	8384 0747
Attachments:	1. Terms of Reference for the ICT Reform Project Steering Committee (5 pages)

1. Purpose

The Terms of Reference for the Information Technology Communication (ICT) Reform Project Steering Committee (the Committee), are presented for the Committee's information and adoption.

2. Recommendation

That the ICT Reform Project Steering Committee adopt the Terms of Reference adopted by Council on 11 December 2018, as attached to the agenda report.

3. Background

As required by Section 41(8) of the *Local Government Act 1999*:

A council must, when establishing a committee, determine the reporting and other accountability requirements that are to apply in relation to the committee.

Council appoints committees under section 41 of the *Local Government Act 1999*. As per Council's Code of Practice - proceedings of meetings, Council committees are appointed with their own Terms of Reference.

4. Financial Implications

An effective committee can reduce costs to council through meeting and decision making efficiencies.

5. Risk and Opportunity Management

Opportunity	
Identify	Maximising the opportunity
Amending the Terms of Reference for the better operation of the Committee in the performance of its role.	The Committee may at any time make recommendations to Council to alter the Terms of Reference, in response to performance or regulatory requirements.



Information Technology Communication (ICT) Reform Project Steering Committee

Terms of Reference

Preamble

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting the Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

1. Specific purpose of the Committee

This committee is established for the purpose of the provision of strategic oversight to the ICT Reform Project and its implementation process. The functions of the Committee include but are not limited to:

- a) ensuring project is aligned with organisational strategy.
- b) have oversight of savings, avoided costs and productivity improvements.
- c) ensuring the direction and targets of the project and it's related activities are effectively monitored, reported and met.

2. The establishment of this committee does not derogate from the power of the Director's Group to act in a matter.

3. Delegations

The Committee has no delegations.

4. Establishment of the Committee

Pursuant to section 41 of the Local Government Act 1999 the Council establishes a committee to be known as the ICT Reform Project Steering Committee (referred to in these Terms of Reference as 'the Committee').

5. Membership

The membership of the Committee comprises of five (5) elected members, the independent chairperson of the Audit, Risk, Value and Efficiency Committee who will act as Chairperson and one (1) independent representative.

The independent representative will have relevant knowledge and experience relating to information technology and project management.

All members of the Committee will hold office from the period of establishment until the end of the elected body term.

The Independent Members of the Committee will be paid an allowance in the form of a sitting fee for each meeting attended as set by Council resolution.

Members must notify the Chairperson or Responsible Officer, as advised on the Notice of Meeting, of non-attendance of a meeting.

Absence, without leave of the Council or committee, for three or more consecutive meetings may result in removal from office by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time.

The proxy member may attend meetings of the Committee but has no voting entitlement unless representing an absent elected member.

Section 41 Committees are dissolved at the end of each council term.

Membership of ICT Reform Project Steering Committee .

Elected Members	Independent Members
Cr W Olsen	Mr David Powell, Chairperson
Cr M Themeliotis	To be appointed
Cr H Greaves	
Cr B Cowan	
Cr S McMahon	

6. Chairperson

The role of the Chairperson is to:

- oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and Council's 'Code of Practice - Proceedings of Meetings'.
- ensure that the Guiding Principles at Regulation 4 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.
- ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation.

The Chairperson of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair'). The Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting, an interim Chairperson will be appointed from amongst the members present, with preference given to this being another independent member and will preside at that meeting.

The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council. The Chairperson of a Committee may move the motion of the Committee.

7. Responsibilities and role of the Steering Committee Members

Individual Steering Committee members have the following responsibilities:

- a) understand the goals, objectives, and desired outcomes of the project.
- b) understand and represent the interests of project stakeholders.
- c) take a genuine interest in the project's outcomes and overall success.
- d) act on opportunities to communicate positively about the project.
- e) actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents.
- f) support open discussion and debate, and encourage fellow Steering Committee members to voice their insights
- g) receive the project plan
- h) receive the Benefits Realisation Plan
- i) oversight in relation to the project milestones, timelines and budget
- j) oversight of the project outputs in relation to productivity improvements and savings attributed to the project
- k) receive information in relation to future predictive outputs arising from the project.

8. Meeting details

The Committee will meet at least quarterly during the life of the ICT reform project in the principal office of Council. The venue, time and date may be altered at the discretion of the chairperson to suit a large public gallery, a specific issue or other extenuating circumstances.

The Committee may invite additional members to attend meeting when required.

9. Quorum

As per the *Local Government (Procedures at Meetings) Regulations 2013* Part 4 section 26.

10. Meeting procedures

Meetings of the ICT Reform Steering Committee will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Council's Code of Practice: Proceedings of Meetings
- Council's Code of Practice: Access to Meetings and Documents 2015

Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes and procedures within the parameters of the *Local Government Act 1999*.

11. Access and documents

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to Members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five clear days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all Members of the Committee.

Agendas and minutes will be made available, within the above timelines, at www.onkaparingacity.com.

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

12. Conduct and Interests of Committee Members

All Members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

13. Liability and Insurance

Council is required to adequately insure all elected members in accordance with section 80 of the *Local Government Act 1999*.

Elected members are covered under the following Council insurance policies on a 24 hour basis, while performing and discharging the functions and duties of their office.

Personal Accident Insurance

Elected members (and accompanying spouses) are provided with benefits to cover out of pocket expenses should they sustain bodily injury whilst engaged in any activity directly or indirectly connected with, or on behalf of Council.

Public Liability / Professional Indemnity

Public liability and professional indemnity insurance covers elected members against negligence claims in relation to professional advice and service providing individuals. Elected members are covered only in connection with their role as elected members. Coverage does not include criminal prosecution, nor a wide range of potential liabilities under civil law.

Personal Effects

Council provides coverage for damage to elected members personal effects whilst engaged in any activity directly connected with, or on behalf of Council.

14. Terms of Reference approval

Responsible officers/department:	Director Corporate and City Services Manager Corporate Information
Adopted by:	Council
Adoption date:	11 December 2018
ECM DSID:	4721204

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2.2 Public ICT Reform OneCouncil Quarterly Report

This is a new proposal, concept or issue.

Manager: Desma Morris, Manager – People and Information
Director: Alison Hancock, Director Corporate & City Services
Report Author: Rob Bau, Project Leader
Contact Number: 8301 7257
Attachments: Project Status report (15 pages)

Technology One will present an overview of the OneCouncil product as an introduction to this report.

1. Purpose

To provide a quarterly update to the ICT Reform Project Steering Committee on the implementation of the OneCouncil project.

2. Recommendation

That the ICT Reform Steering Committee receive and note the agenda report.

3. Background

On 4 September 2018 Council agreed to proceed with the ICT Reform Project. This report detailed anticipated productivity and cashable benefits along with other benefits of the project including that it would:

- allow the City of Onkaparinga to meet customer expectations of an efficient and quality customer service experience today and into the future
- provide automated legislative and compliance internal controls
- be computer and mobile device capable
- be delivered via a cloud computing architecture (including hosting, management and maintenance of software system) which has inbuilt disaster recovery and resilience capabilities.
- be adaptable to the changing needs of the organisation and our community
- provide 'one view' of the customer and its interactions with Council
- enable 'self serve' by all users including ratepayers, contractors, suppliers and employees
- capture, analyse and manage social media interactions
- consolidate disparate data sources ('one version of the truth').

Subsequent to this approval Council entered into a contract with Technology One Pty Ltd (T1) to implement the OneCouncil solution.

In December 2018 the Council formally adopted the Terms of Reference (ToR's) for the ICT Reform Project Steering Committee and appointed five (5) elected

members to the Committee. The ToR's state the responsibilities and roles of the Committee are:

- understand the goals, objectives, and desired outcomes of the project
- understand and represent the interests of project stakeholders
- take a genuine interest in the project's outcomes and overall success
- act on opportunities to communicate positively about the project
- receive the project plan
- receive the Benefits Realisation Plan
- have oversight in relation to the project milestones, timelines and budget
- have oversight of the project outputs in relation to productivity improvements and savings attributed to the project
- receive information in relation to future predictive outputs arising from the project.

4. Project status overview

Key Progress Indicators	Comments
Budget	The project budget, based on estimate to complete, is on or below current budget
Schedule	The current Project 1 Go-Live is September 2019 and is not forecast to be delayed
Scope	Key User Training and review of the proposed solution have indicated only minor configuration changes required to meet the business needs
Resourcing	An appropriately skilled and supported team is assigned to the project with individuals who understand their scope, tasks and due dates Recruitment of external resources has proven difficult with several preferred candidates withdrawing delaying the process.

Key Progress Indicators	Comments
Benefits	<p>Timing of benefits realisation proposed in previous reports was reported to commence in Year 3 of the Project. It should be noted that the Project commenced in Q3 (first year not a full year) and that the staged implementation of the project may influence the quantum of benefits achieved in year 3. This will be reviewed as part of the Benefits Realisation Plan</p> <p>Required software licence fee savings have been reviewed to match current program with saving targets still on track.</p> <p>No issues identified in the Project 1 configuration that impact the potential delivery of benefits identified within the original ERP savings report.</p>
Risks and Issues	Risks are identified & mitigated, there are no issues that impact the project.

Other actions to date:

- September 2018 a contract was entered into with Technology One Pty Ltd to implement the OneCouncil ERP solution.
- Project structure and project plan has been prepared.
- Work has commenced on the first stage modules, Project 1, which includes Finance, Supply Chain and Human Resources and Payroll (HRP).
- Council's current Technology One records system (ECM) is being migrated to the Cloud environment as a pre-requisite for the OneCouncil solution.
- A Governance and Reporting framework has been developed.
- The majority of Key User Training (KUT) for Project 1 has been completed.
- Solution Design Documents (SDD) issued for Council review and sign-off.
- Development of a Testing Plan and Test Scripts are underway.
- Three (3) key staff have been seconded full time to the project in the roles of Project Manager, Finance Lead and HRP Lead. The Project Team is currently housed at the Noarlunga Office.
- Recruitment for a Senior Business Analyst to support the project is ongoing.
- Change management strategy has been drafted and is being implemented by the Organisational Development Team.
- A dedicated intranet site has been launched providing up to date information to staff.
- OneCouncil Roadshows around various Council sites have commenced. These sessions provide staff with the following:
 - video demonstration of a few of the new online processes;

- discussion about training and support for staff to assist in the transition to the new system;
- an open a Q&A session to raise any questions that are important to staff.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
The project will exceed to budget.	Ensure budget controls are put in place with expended and estimated costs to complete and monitored. Governance framework developed to ensure project oversight at appropriate levels.
The project will take additional time to implement.	Manage and monitor project program, resources and milestones to meet objectives. Governance framework developed to ensure project oversight at appropriate levels.
The project relies on achieving cashable savings to complete the project.	Ensure opportunities for capturing savings are understood and mechanisms are in place to 'cash' savings to fund future project costs.
The project is being implemented in stages resulting in the requirements for short term integrations with legacy software and potential loss of data capture.	Work to minimise integrations required to reduce risk. Understand implications of secure management of data during transition periods and implement alternative strategies to capture data if required.
Organisational change. The project will significantly change the way some sections of council operate.	Ensure a Change Management Plan, a Communication Plan and a Training Plan is developed that is tailored to the different user groups.

Opportunity	
Identify	Maximising the opportunity
Business Process Automation/Workflow Improvements	Ensure internal staff are trained in system use and configuration to ensure that automation of business processes can continue to be implemented beyond the initial rollout.
Business Process Automation/Workflow	Ensure that as part of the Benefits Realisation Plan, that the following categories of improvement are

Improvements	<p>captured and reported:</p> <ul style="list-style-type: none">• Cash savings• Productivity improvements• Avoided costs
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Attachment 1



Project Status Report

City of Onkaparinga - OneCouncil Implementation Project

Report Date: 01/05/19

Reporting Period	Status Report between 27/03/2019 and 01/05/2019
Recipients	Rob Bau, Alison Hancock
Report Author(s)	Duncan Campbell
Overall Status	Amber

Project Summary

The OneCouncil Program implementation is split into 4 Projects, each related to a release in functionality.

1. Project One – Financials and HRP
2. Project Two – Enterprise Asset Management
3. Project Three – Property and Rating, Strategic Asset Management and Analytic
4. Spatial Project – IntraMaps

This Project Status Report is for Project One – Financials and HRP

Overall the Project Status is AMBER due to the Schedule and Scope Key Progress Indicators being Amber.

Activities undertaken in the current reporting period:

- Project Management
 - Preparation for Demonstration to Council, 30th May.
 - Consideration of ECM solution for Minutes Manger on SAAS
 - Split project into separate projects, based on each release and a separate spatial project
 - Defining External Interface Requirements
 - ECM SAAS Transition
- 3.2 Formalise and Estimate Variation to Solution
 - Finalisation of Solution Design Documents
- 3.1 Verification via Key User Training
 - HRP - Timesheet Workshop
 - XLOne Training
 - ETL Training
- Solution Implementation Lead
 - Defining External Interface Requirements

Project Status Report













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Activities in the upcoming reporting period:

- Project Management
 - Preparation for Demonstration to Council (Ongoing)
 - Consideration of ECM solution for Minutes Manger on SAAS (Ongoing)
 - Defining External Interface Requirements (Ongoing)
 - ECM SAAS Transition (Ongoing)
- 1.3 Initial Business Engagement
 - Additional HRP Assistance
- 3.2 Formalise and Estimate Variation to Solution
 - Finalisation of Solution Design Documents
- 3.1 Verification via Key User Training
 - Accounts Payable
- Solution Implementation Lead
 - Defining External Interface Requirements

Project Status Report

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Key Progress Indicators	Indicator	Indicator Trend	Comments																
Budget			<p>The project budget, based on estimate to complete, is on or below current budget</p> <p>Budget details are as follows:</p> <table><tr><td>1. Budget at Inception</td><td>\$408,213</td></tr><tr><td>2. Variations</td><td>\$0</td></tr><tr><td>3. Total Budget</td><td>\$408,213</td></tr><tr><td>4. Actuals to Date</td><td>\$197,223</td></tr><tr><td>5. Estimate to Complete</td><td>\$184,759</td></tr><tr><td>6. Estimate at Completion</td><td>\$381,981</td></tr><tr><td>7. Forecast Under-run</td><td>\$26,231</td></tr><tr><td>8. Spend in current reporting period</td><td>\$22,534</td></tr></table>	1. Budget at Inception	\$408,213	2. Variations	\$0	3. Total Budget	\$408,213	4. Actuals to Date	\$197,223	5. Estimate to Complete	\$184,759	6. Estimate at Completion	\$381,981	7. Forecast Under-run	\$26,231	8. Spend in current reporting period	\$22,534
1. Budget at Inception	\$408,213																		
2. Variations	\$0																		
3. Total Budget	\$408,213																		
4. Actuals to Date	\$197,223																		
5. Estimate to Complete	\$184,759																		
6. Estimate at Completion	\$381,981																		
7. Forecast Under-run	\$26,231																		
8. Spend in current reporting period	\$22,534																		
Schedule			<p>The Schedule is Amber as there is likely to be a delay in the Solution Design Document Approval key milestone of less than 20 days.</p> <p>The current project Go-Live, defined in the PID is September 2019 and is not forecast to be delayed.</p>																
Scope			<p>Scope is Amber as there is likely to be minor change in scope to the current baseline as defined in VAR002.</p> <p>Additional KUT “familiarisation” requested and will be scheduled in projects 2-4. Activities have been optimised to accommodate the sessions within the existing estimate. T1 to produce a variation for approval to formally add it to the scope.</p>																
Resourcing			<p>An appropriately skilled and supported team is assigned to the project with individuals who understand their scope, tasks and due dates</p>																
Stakeholders			<p>The following Key Stakeholders are engaged and supportive of the project:</p> <ol style="list-style-type: none">1. Mark Dowd – CEO2. Alison Hancock - Director - Corporate and City Services3. Philomena Taylor - Director Community Relations4. Anthony Spatalis - Chief Financial Officer5. Kirk Richardson - Director City Operations6. Rob Bau – Project Manager7. Desma Morris - Manager Corporate Information																
Risks and Issues			<p>Risks are identified & mitigated, there are no issues that impact the project.</p>																

Indicator Legend: On Track =  Minor Problem =  Major Problem = 

Project Milestone

Project 1 Milestones	Original Date	Forecast Date	Actual Date	Comment																														
Project Initiation Document signed Off	14/01/18	13/03/2019	20/03/19	<ul style="list-style-type: none">Completed																														
Solution Design Document Signed Off	29/03/19	17/05/2019		<ul style="list-style-type: none">SDD Walkthroughs completed between 19/03 and 22/03 in anticipation of sign-off by 26/04. However, there are delays.Available for detailed review by COO. Feedback and signoff expected as follows <table><tr><th>SDD</th><th>Available for review</th><th>Review comments due</th><th>Forecasted review comments</th><th>Scheduled Signoff by</th><th>Forecast signoff</th></tr><tr><td>01 SDD Financial Management</td><td>29/03/19</td><td>17/04/19</td><td>03/05/19</td><td>02/05/19</td><td>20/05/2019</td></tr><tr><td>02 SDD Expenditure Management</td><td>29/03/19</td><td>17/04/19</td><td>03/05/19</td><td>02/05/19</td><td>20/05/2019</td></tr><tr><td>03 SDD Supply Chain Management</td><td>29/03/19</td><td>17/04/19</td><td>03/05/19</td><td>02/05/19</td><td>20/05/2019</td></tr><tr><td>05 SDD Human Capital Management and Payroll</td><td>18/04/19</td><td>30/04/19</td><td>03/05/19</td><td>02/05/19</td><td>20/05/2019</td></tr></table>	SDD	Available for review	Review comments due	Forecasted review comments	Scheduled Signoff by	Forecast signoff	01 SDD Financial Management	29/03/19	17/04/19	03/05/19	02/05/19	20/05/2019	02 SDD Expenditure Management	29/03/19	17/04/19	03/05/19	02/05/19	20/05/2019	03 SDD Supply Chain Management	29/03/19	17/04/19	03/05/19	02/05/19	20/05/2019	05 SDD Human Capital Management and Payroll	18/04/19	30/04/19	03/05/19	02/05/19	20/05/2019
SDD	Available for review	Review comments due	Forecasted review comments	Scheduled Signoff by	Forecast signoff																													
01 SDD Financial Management	29/03/19	17/04/19	03/05/19	02/05/19	20/05/2019																													
02 SDD Expenditure Management	29/03/19	17/04/19	03/05/19	02/05/19	20/05/2019																													
03 SDD Supply Chain Management	29/03/19	17/04/19	03/05/19	02/05/19	20/05/2019																													
05 SDD Human Capital Management and Payroll	18/04/19	30/04/19	03/05/19	02/05/19	20/05/2019																													
Reconfiguration	07/05/19	06/06/2019		<p>Configure Variations and Inclusions commencement dependent on approval / rejection of project variations by the City of Onkaparinga.</p> <p>Solution Configuration Audit to be completed on 6/6 by Melanie Chant</p> <p>Configure Interfaces to be completed by COO by 5/6.</p>																														
User Acceptance Testing Certificate signed off	28/05/19	06/08/19																																

Project Status Report

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Project 1 Milestones	Original Date	Forecast Date	Actual Date	Comment
Go-Live	3/07/19	02/09/19		
Project Closure	25/07/19	24/10/19		

Project Budget

As at 27/04/2019

Task	Budget at Inception	Variations	Total Budget	Actuals to Date	Estimate to Complete \$	Percentage Complete %	Estimate at Completion	Forecast Under/ (Over-run)	Comments
1.1 Project Preparation	\$3,953	\$0	\$3,953	\$3,953	\$0	100%	\$3,953	-\$1	
1.2 Solution Kick Off	\$6,664	\$0	\$6,664	\$1,666	\$0	100%	\$1,666	\$4,998	
1.3 Initial Business Engagement	\$10,306	\$0	\$10,306	\$3,332	\$4,998	100%	\$8,330	\$1,976	Includes additional 3 days HRP Assistance.
2.1 Software Installation and Tech Train	\$9,996	\$0	\$9,996	\$4,998	\$4,998	100%	\$9,996	\$0	
2.2 Site Specific Attributes	\$18,326	\$0	\$18,326	\$5,831	\$0	100%	\$5,831	\$12,495	Significantly reduce EAC due to Solution improvements since estimation and less "Site Specific" requirements.
2.3 Adjust Stationery	\$5,831	\$0	\$5,831	\$4,165	\$0	100%	\$4,165	\$1,666	
2.5 Initial Data Mapping and Training	\$8,330	\$0	\$8,330	\$4,998	\$0	100%	\$11,662	-\$3,332	
2.6 Interfaces Training	\$3,332	\$0	\$3,332	\$0	\$0	100%	\$0	\$0	Expected to be zero effort because will be addressed through ETL under KUT.
2.7 Sample Data Take Up	\$13,328	\$0	\$13,328	\$0	\$6,664	0%	\$6,664	-\$6,664	

Project Status Report

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Task	Budget at Inception	Variations	Total Budget	Actuals to Date	Estimate to Complete \$	Percentage Complete %	Estimate at Completion	Forecast Under/ (Over-run)	Comments
3.1 Verification via Key User Training	\$51,646	\$0	\$51,646	\$33,320	\$9,996	67%	\$43,316	\$8,330	
3.2 Formalise and Estimate Variation to	\$19,992	\$0	\$19,992	\$12,703	\$1,666	91%	\$14,369	\$5,623	
3.3 Present and Confirm Variations	\$6,664	\$0	\$6,664	\$4,998	\$1,666	54%	\$6,664	\$0	
4.3 User Interface Workshop	\$4,998	\$0	\$4,998	\$3,332	\$1,666	100%	\$4,998	\$0	
5.2 User Acceptance Testing	\$29,988	\$0	\$29,988	\$0	\$29,988	0%	\$29,988	\$0	
7.4 Handover and Closure - Independent p	\$3,332	\$0	\$3,332	\$0	\$3,332	0%	\$3,332	\$0	
6.5 Go Live Assistance	\$14,994	\$0	\$14,994	\$0	\$14,994	0%	\$14,994	\$0	
Project Management	\$148,219	\$0	\$148,219	\$95,600	\$66,473	0%	\$162,073	-\$13,854	Project Budgeted for 2 days per week, current spend is 2.5 days per week. Project 1 budget was based on Go-live in July, current Go-Live is in September
Analytics	\$14,994	\$0	\$14,994	\$0	\$14,994	0%	\$14,994	\$0	

Project Status Report

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Task	Budget at Inception	Variations	Total Budget	Actuals to Date	Estimate to Complete \$	Percentage Complete %	Estimate at Completion	Forecast Under/ (Over-run)	Comments
Solution Implementation Lead	\$33,320	\$0	\$33,320	\$18,326	\$23,324	0%	\$41,650	-\$8,330	Project 1 budget was based on Go-live in July, current Go-Live is in September
Total	\$408,213	\$0	\$408,213	\$197,223	\$184,759	-	\$381,981	\$26,231	

Project Status Report

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Scope

No.	Date Raised	Variation Description	Days	Cost	Status
001	19/12/18	Software Reinstall	11	\$0	T1 Internally approved, funded and complete
002	2/05/19	Budget Movement and additional effort	0 (Nett)	\$0 (Nett)	Request approval of change via acceptance of this status report.
003	1/04/2019	3.4.12 - Chart requirements - Program Chart	TBD	TBD	Under Consideration
004	1/04/2019	3.4.3.2 - General ledger chart - Chart Validation	1 day	\$1,666	Under Consideration
005	1/04/2019	3.4.4.4 - Project ledger chart - Chart Validation	TBD	TBD	Under Consideration
006	1/04/2019	3.4.6.4 - Integration to external systems - Promaster credit card system	TBD	TBD	Under Consideration
007	1/04/2019	3.4.7.3 - Accounts payable - Selection types	TBD	TBD	Under Consideration
008	1/04/2019	4.3.5 - Supporting Process – GL Document entry - Attachments required for all document entry types.	1½ day	\$833	Under Consideration
009	1/04/2019	4.3.5 - Business Process – data entry transaction workflow - Finance Pool for document workflow	1½ day	\$833	Under Consideration
010	1/04/2019	4.3.5 - Business Process – data entry transaction workflow - All reject actions to have comments made mandatory.	TBD	TBD	Under Consideration
011	1/04/2019	6.1.3 - Asset System - Selection types and attributes	TBD	TBD	Under Consideration
012	1/04/2019	6.1.3 - Asset Registers - Additional selection types	TBD	TBD	Under Consideration
013	1/04/2019	6.4.3 - Purchasing - Configuration	TBD	TBD	Under Consideration
014	1/04/2019	7.2.5 - Business Process – bank statement import - Additional Server Folder	TBD	TBD	Under Consideration
015	1/04/2019	2.4.3.3 - Catalogue Products - Potential Additional Reporting Codes (selection types)	TBD	TBD	Under Consideration
016	1/04/2019	2.4.6.7 - Requisition and Purchase Orders - Numbering sequence	TBD	TBD	Under Consideration

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No.	Date Raised	Variation Description	Days	Cost	Status
017	1/04/2019	2.4.6.7 - Inventory Locations -	TBD	TBD	Under Consideration
018	1/04/2019	2.4.6.7 - Post expenses on receipt -	TBD	TBD	Under Consideration
019	1/04/2019	2.4.6.7 & 3.2.2 - Purchase Locations - Configuration of required purchase locations	TBD	TBD	Under Consideration
020	1/04/2019	2.4.7.1 - Financial account codes -	½ day	\$833	Under Consideration
021	1/04/2019	2.4.7.2 - Costing Method -	TBD	TBD	Under Consideration
022	1/04/2019	3.3.3.1 - Purchase Order Stationary - Stationary	TBD	TBD	Under Consideration
023	1/04/2019	3.4.3.2 - Purchase Order Amendment - Workflow (Classic)	TBD	TBD	Under Consideration
024	1/04/2019	3.6.3.2 - Consolidation Worksheets -	TBD	TBD	Under Consideration
025	1/04/2019	4.2.2 - Inventory Location - Bin management	TBD	TBD	Under Consideration
026	1/04/2019	Section - Reference - Description	TBD	TBD	Under Consideration
027	18/04/2019	3.6 - Employee Fixed Term Contracts - Unlock feature	TBD	TBD	Under Consideration
028	18/04/2019	11 - Security - Access to employee Masterfile.	0.5 day	\$833	Under Consideration
029	18/04/2019	3.2.2 & 3.3.5 - Organisation Management Configuration - Configure Reporting Codes for Position, Employee Position and Org Unit entities to support reporting outputs identified by City of Onkaparinga.	0.5 hour	\$104	Under Consideration
030	18/04/2019	3.4.3 & 3.4.4 - Accreditations - Accreditation Workflow	½ day	\$833	Under Consideration
031	18/04/2019	3.4.3 & 3.4.4 - Accreditations - Accreditation Types	0.5 hour	\$104	Under Consideration
032	18/04/2019	3.5.4 - Right to Work Documentation - Document access	0.25 hour	\$52	Under Consideration
033	18/04/2019	5.2.2 & 5.2.3 - Talent and Succession Configuration - My Plans to be configured as per City of Onkaparinga requirements	1 day	\$1,666	Under Consideration

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No.	Date Raised	Variation Description	Days	Cost	Status
034	18/04/2019	5.5.4 & 5.5.5 - Talent and Succession Configuration - Probation Appraisals to be configured as per City of Onkaparinga requirements	TBD	TBD	Under Consideration
035	18/04/2019	6.3.4 - Training Course Maintenance - Configure Reporting Codes for Budget Line	TBD	TBD	Under Consideration
036	18/04/2019	6.4.4 & 6.4.5 - Course Event Maintenance - Course Event Approval Workflow	0.5 hour	\$104	Under Consideration
037	18/04/2019	6.4.4 & 6.4.5 - Course Event Maintenance - Course Event Closing Workflow	0.5 hour	\$104	Under Consideration
038	18/04/2019	6.5.4 & 6.5.5 - Training Attendee Request - Training Attendee Request Workflow	1 hour	\$208	Under Consideration
039	18/04/2019	6.5.4 & 6.5.5 - Training Attendee Request - Training Attendee Withdrawal Workflow	1 hour	\$208	Under Consideration
040	18/04/2019	6.5.4 & 6.5.5 - Forms - Conference Request	TBD	TBD	Under Consideration
041	18/04/2019	8.2.2 - Payroll - Holiday Categories	0.25 hour	\$52	Under Consideration
042	18/04/2019	8.2.2 - Payroll - Superannuation Funds	0.5 day	\$833	Under Consideration
043	18/04/2019	8.2.2 - Payroll - Financial Calendars	0.5 hour	\$104	Under Consideration
044	18/04/2019	8.3.3 - Payroll - HR Additional Payments Claim	1 day	\$1,666	Under Consideration
045	18/04/2019	9.1.3 - Workforce Management - Timesheet Systems and Formats	1 day	\$1,666	Under Consideration
046	18/04/2019	9.1.3 - Workforce Management - Leave Policies	1 hour	\$208	Under Consideration
047	18/04/2019	9.1.3 - Workforce Management - Timesheet and Asset Integration Cost Rate and Resource Groups	TBD	TBD	Under Consideration
048	18/04/2019	9.1.3 & 9.3.4 - Workforce Management - BPA Workflows for Leave and Timesheet approvals	1 hour	\$208	Under Consideration

Status Legend: A = Approved; P = Pending; D = Declined

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Key Issues

Issue Description	Date Logged	Issue Owner	Status	Rating (1-5)	Action / Comments

Status Legend: O = Open, C = Closed, P = Pending Decision, A = Action in Progress, H = On Hold

Key Risks

Risk Description	Date Logged	Owned	Status	Rating (1-5)	Risk Mitigations
COO resource availability Schedule may be delayed due to lack of backfill in place for key COO staff required for the implementation project	30/01/19	COO	O	3	<ul style="list-style-type: none"> COO has developed a backfill plan to support the project resourcing requirements and is implementing. – RB 13/3 - Kristy and Greg brought into the project team to provide additional business analysis capability and capacity. Business resources for User Acceptance Testing need to be finalised for UAT beginning 05/06 01/05 – Additional BA to come into the project team in the near future 01/05 - COO working on resource plan for Project 2
User Community Concern with Go-Live Dates The user community within the customer has expressed significant concern with the July Go-Live for Financials and HRP. The initial high level schedule provided prior to the project kick off set expectations for this stakeholder for a September Go-Live	30/01/19	COO	O	1	<ul style="list-style-type: none"> COO is developing a communications plan for engagement with the User Community with respect to the ongoing Go-Live dates. – RB (Complete <i>Milestone, Date and Assigned to are to be captured here</i> 01/05 - Go-Live date has been agreed to be September in PID and has reduced the risk severity and likelihood.
ECM Transition Delay Schedule for Project 1 will be delayed if there is any delay in the ECM Transition.	01/03/19	T1	O	2	<ul style="list-style-type: none"> Identify and track milestone plan with T1 Cloud Transitions Team by 05/04 10/05 – DC <i>Milestone, Date and Assigned to are to be captured here</i> 01/05 - Go-Live date for Project 1 has been agreed to be September in PID and has reduced the risk likelihood.

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Risk Description	Date Logged	Owned	Status	Rating (1-5)	Risk Mitigations
<p>ECM Legacy Component Use</p> <p>The ECM transition is dependent on removing the use of ECM legacy components. For context, ECM legacy components do not function on SASS. The ECM legacy components were identified to Council on 26/02.</p> <p>COO is recommended to cease using these components by 22/06.</p> <p>T1 to have a Minutes Manager replacement available for use by 22/06</p>	04/03/19	T1/COO	O	3	<ul style="list-style-type: none"> COO to develop plan for ECM legacy component decommission by 22/03 (Completed) and monitor in this forum – RB <i>Milestone, Date and Assigned to are to be captured here</i> T1 to develop a Minutes Manager milestone plan by 14/04 10/05 and track in this forum – DC <i>Milestone, Date and Assigned to are to be captured here</i> 01/05 - Go-Live date for Project 1 has been agreed to be September in PID and has reduced the risk likelihood.
<p>Interfaces and Transition Architecture</p> <p>The schedule will be delayed if temporary integrations to existing systems are not available for testing as part of User Acceptance Testing and subsequently for Production.</p>	01/03/19	COO	O	4	<ul style="list-style-type: none"> T1 to provide a list of modules and summary level description of what everyone of the modules does by 08/03. The modules for Financial, Supply Chain and HRP have been provided. The ALM and P&R will be provided by 31/05 – DC T1 to provide a potential architecture to support job costing by 14/03 – DC (Completed) T1 to provide a potential approach to the integration with Magiq by 15/04 – DC (Completed) Interfaces architecture to be published by COO by 18/04. Currently overdue. Date to be agreed – RB

Status Legend: O = Open, C = Closed, P = Pending Decision, A = Action in Progress, H = On Hold

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RAG Rating Definitions

KPI	DESCRIPTION	RAG	CRITERIA
OVERALL	The Overall status of the project is calculated based on individual KPI ratings.	Green	All KPIs (excluding Debtors) rated Green
	> Green = project on track.		
	> Amber = some issues but being managed and closely monitored.	Amber	If 1 or more KPIs (excluding Debtors) are rated Amber and no KPI (excluding Debtors) is rated Red
	> Red = serious issues and recovery plan required. Note: The Debtors KPI is excluded from this calculation.	Red	If any KPI (excluding Debtors) is rated Red or 6 or more KPIs (excluding Debtors) are rated Amber
Budget	1. The customer budget is defined and agreed 2. A formal change process is defined, agreed and used to vary the budget	Green	Project cost (in days), based on estimate to complete, is on or below current budget
		Amber	Project cost (in days), based on estimate to complete, is <=15% over current budget
		Red	Project cost (in days), based on estimate to complete, is >15% over current budget
Schedule	1. The schedule is defined and agreed with the customer 2. The schedule is tracked and updated throughout the project	Green	Schedule is on track
		Amber	There are likely to be delays to key milestones <= 20 business days
		Red	There are likely to be delays to key milestones > 20 business days OR a critical milestone will be late
Scope	1. Scope is defined and agreed with customer	Green	Scope is in line with agreed current baseline
		Amber	There are likely to be minor changes in scope to the current baseline

Project Status Report

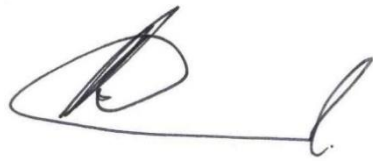
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KPI	DESCRIPTION	RAG	CRITERIA
	2. A formal change process is defined, agreed and used	Red	There will be significant change is scope to the current baseline
Resourcing	1. An appropriately skilled and supported team is assigned	Green	The schedule is resourced, the team are engaged and high performing
	2. The customer has the right team assigned	Amber	Any significant scheduled task within the next 3 months is not resourced and/or the team does not have necessary skills and/or tools
	3. Individuals understand their scope, tasks and due dates	Red	Multiple tasks or a critical task are not resourced, the team is missing critical skills and/or tools
Stakeholders	1. Stakeholders are engaged	Green	Key stakeholders identified, engaged and supportive
	2. A compelling customer experience (CCE) is being delivered	Amber	A key stakeholder is not identified, engaged or supportive or CCE is at risk.
		Red	More than one key stakeholder is not identified, engaged or supportive or there is a CCE issue.
Risk & Issues	1. Risks are identified, classified and actively mitigated	Green	Risks are identified & mitigated, there are no issues that impact the project
	2. Issues are identified and managed in a timely manner	Amber	A risk is not mitigated or there are issues that will impact the project
		Red	A high impact risk is not mitigated or there is an issue that will have major impact on the project

3. Confidential items

Confidential Clause

If the ICT Reform Project Steering Committee so determines item 3.1 may be considered in confidence under Section 90(2) of the *Local Government Act 1999* on grounds contained in the Recommendations below.

A handwritten signature in dark ink, appearing to read 'Mark Dowd', with a stylized flourish at the end.

Mark Dowd
Chief Executive Officer

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3.1 Confidential ICT Reform Project OneCouncil Quarterly Report

1. That:

- a. under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of staff on duty, be excluded from attendance at the meeting in order to consider this item in confidence.**
- b. the ICT Reform Project Steering Committee (the Committee) is satisfied that it is necessary that the public, with the exception of staff on duty, be excluded to enable the Committee to consider the report at the meeting on the following grounds:**

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

and

Section 90(3)(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which -

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and**
- (ii) would, on balance, be contrary to the public interest;**
- c. accordingly, on this basis the principle that meetings of the Committee should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.**
- 3. That the matter of the ICT Reform Project OneCouncil Quarterly report and its attachment, having been considered by the Committee in confidence under sections 90(2) and 90(3)(a) and (d) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the minutes and the report and attachments of the Committee relating to discussion of the subject matter remain in confidence.**
- 4. That, pursuant to section 91(9)(a) of the *Local Government Act 1999*, Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.**
- 5. That , pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub delegate.**

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4. Closure

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Councillor:

Date:

Meeting name:

Agenda item no:

1. I have identified a conflict of interest as:

MATERIAL ☐

ACTUAL ☐

PERCEIVED ☐

MATERIAL: Conflict arises when a councillor or a nominated person will gain a benefit or suffer a loss (whether directly or indirectly and whether pecuniary or personal) if the matter is decided in a particular manner. If declaring a material conflict of interest, Councillors must declare the conflict and leave the meeting at any time the item is discussed.

ACTUAL: Conflict arises when there is a conflict between a councillor's interests (whether direct or indirect, personal or pecuniary) and the public interest, which might lead to decision that, is contrary to the public interest.

PERCEIVED: Conflict arises in relation to a matter to be discussed at a meeting of council, if a councillor could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter – whether or not this is in fact the case.

2. The nature of my conflict of interest is as follows:

(Describe the nature of the interest, including whether the interest is direct or indirect and personal or pecuniary)

3. I intend to deal with my conflict of interest in the following transparent and accountable way:

☐ I intend to **leave** the meeting

OR

☐ I intend to **stay** in the meeting *(complete part 4)*

4. The reason I intend to stay in the meeting and consider this matter is as follows:

(This section must be filled in. Ensure sufficient detail is recorded of the specific circumstances of your interest.)

and that I will receive no benefit or detriment direct or indirect, personal or pecuniary from considering and voting on this matter.

CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS

Governance use only: Member voted FOR/AGAINST the motion.

Ordinary Business Matters

A **material, actual** or **perceived** Conflict of Interest does not apply to a matter of ordinary business of the council of a kind prescribed by regulation.

The following ordinary business matters are prescribed under Regulation 8AAA of the *Local Government (General) Regulations 2013*.

- (a) *the preparation, discussion, conduct, consideration or determination of a review under section 12 of the Act*
 - (b) *the preparation, discussion, adoption or revision of a policy relating to allowances and benefits payable to members if the policy relates to allowances and benefits payable equally to each member (rather than allowances and benefits payable to particular members or particular office holders)*
 - (c) *the preparation, discussion, adoption or alteration of a training and development policy under section 80A of the Act*
 - (d) *the preparation, discussion, adoption or amendment of a strategic management plan under section 122 of the Act*
 - (e) *the adoption or revision of an annual business plan*
 - (f) *the adoption or revision of a budget*
 - (g) *the declaration of rates (other than a separate rate) or a charge with the character of a rate, and any preparation or discussion in relation to such a declaration*
 - (h) *a discussion or decision of a matter at a meeting of a council if the matter—*
 - (i) *relates to a matter that was discussed before a meeting of a subsidiary or committee of the council*
 - (ii) *the relevant interest in the matter is the interest of the council that established the committee or which appointed, or nominated for appointment, a member of the board of management of the council subsidiary or regional subsidiary.*
- (2) *For the purposes of section 75(3)(b) of the Act, a member of a council who is a member, officer or employee of an agency or instrumentality of the Crown (within the meaning of section 73(4) of the Act) will not be regarded as having an interest in a matter before the council by virtue of being a member, officer or employee.*

Engagement and membership with groups and organisations exemption

A member will not be regarded as having a conflict of interest **actual** or **perceived** in a matter to be discussed at a meeting of council **by reason only of**:

- an engagement with a community group, sporting club or similar organisation undertaken by the member in his or her capacity as a member; or membership of a political party
- membership of a community group, sporting club or similar organisation (as long as the member **is not** an office holder for the group, club or organisation)
- the member having been a student of a particular school or his or her involvement with a school as parent of a student at the school
- a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a Council.

However, the member will still be required to give careful consideration to the nature of their association with the above bodies. Refer Conflict of Interest Guidelines.

For example: If your **only** involvement with a group is in your role as a Council appointed liaison as outlined in the Council appointed liaison policy, you will not be regarded as having a conflict of interest actual or perceived in a matter, and are NOT required to declare your interest.