# Infocouncil at City of Tea Tree Gully

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# Humble beginnings

- Infocouncil came to the City of Tea Tree Gully early 2010 and was rolled out to staff in 2012, with eighteen months preparation and testing.

- Installed on our network

- System integration:

    - Infocouncil integrates with our EDRMS system – HPE Content Manager, (CM)
        - All documents created are saved into CM
        - Attachments are pulled directly from CM during the creation of the agenda
        - Attachments are converted through a PDF converter
    - available through Microsoft Word as an add-in tab.

- Infocouncil use a teamviewer to log into individual machines for support
- Updates are released periodically with bug fixes and enhancements

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# The How

- Microsoft Access Database – is used to direct application to correct locations in CM

- Templates for all report types, agenda's and minutes located in a Network drive

- Uses a file server as a temporary location when users open an Infocouncil document

- Infocouncil is accessible from CTTG network only (onsite or remotely via Microsoft Direct Access using a staff 2-in-1 device)

# The what

- **Create reports** – all reports are created and maintained through the system, attachments are added to the reports through the link with CM. The reports created include a report of Committee which pulls the information directly from the set of Committee minutes held within the system and CM.

- **Edit and Authorise** – enables the organisational sign-off hierarchy to be followed and consultation/editing by nominated others

- **Run agenda's** – agenda's are put together through the system, pulling attachments from CM into the correct position, pages all numbered and individual items identified through the headers

- **Run and manipulate minutes** – minutes are created through the system and then at the meeting all details and actions are recorded through the system

- **Save and monitor actions** – all resolutions are saved through the system into 'actions'. These are then monitored, updates of action progress made by officers and reported back to Council to update status of implementation of resolutions (as a type of report)

# So what does it look like?

Document Menu – used to find already created reports, agenda's and minutes for Council and all committees. Data dates back to May 2012. Has advanced search function.

Create paper used for the creation of agenda's and minutes

Used to generate the actions – actions are a record of the resolutions passed at the council or committee meeting. These are then monitored and reported to council and committee.
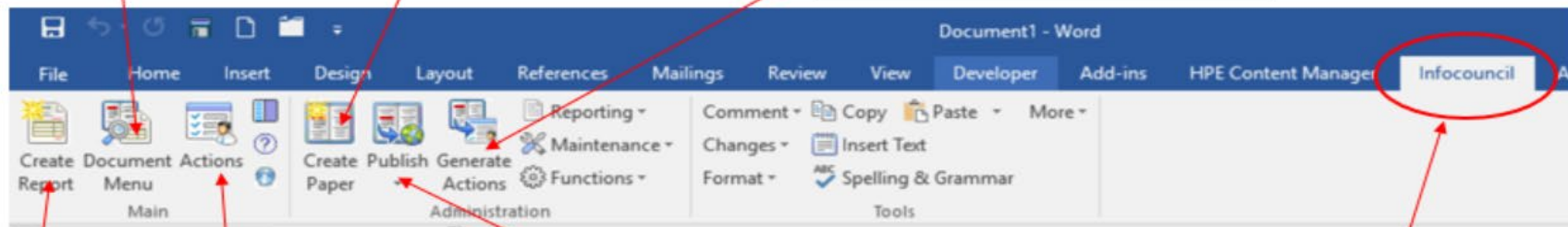


Users use the action function to update and manage the actions assigned to them through the resolutions from council and committee meetings

Used to publish agenda and minutes to PDF version

The Infocouncil tab in Word

This is the general menu

This is where all reports for council and committees are created. We have about 15 different types of reports for council and 5 committees.

# Creating Reports
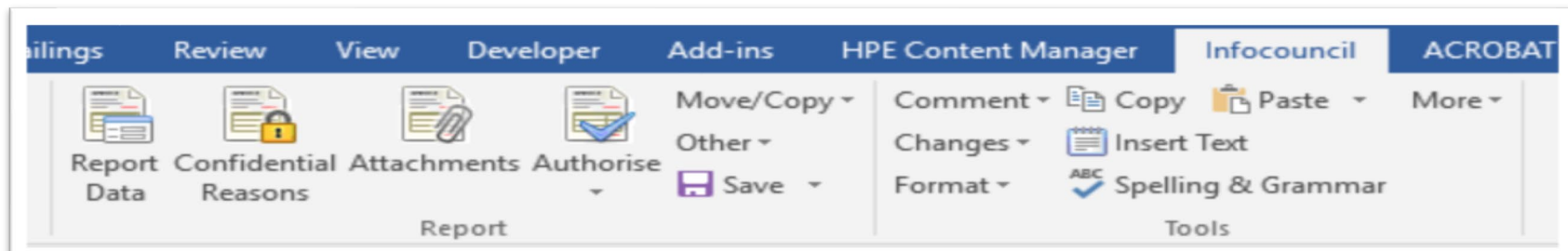


| | REPORT FOR | **COUNCIL MEETING** |
|---|---|---|
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| | MEETING DATE | **09 OCTOBER 2018** |

| RECORD NO: | **D18/55326** |
|---|---|
| REPORT OF: | **OFFICE OF THE CHIEF EXECUTIVE OFFICER** |
| TITLE: | **GREATER ADELAIDE REGION OF COUNCILS (GAROC) - VOTING OF REPRESENTATIVE BOARD MEMBERS - 2018** |

# RECOMMENDATION

## Council will need to first resolve which voting option in the report it wishes to follow:

**Attachments**

**List**

- Election of GAROC Repres
- Email from Cr Christel Mex
- Letter to Mayor Kevin Knigh

**Details**

File Location: D18/56206

Title: Election of GAROC Representatives 2018 - 2020 - Local Government Association

Exclude Options: ☐ Type A Document

PDF Conversion: Colour

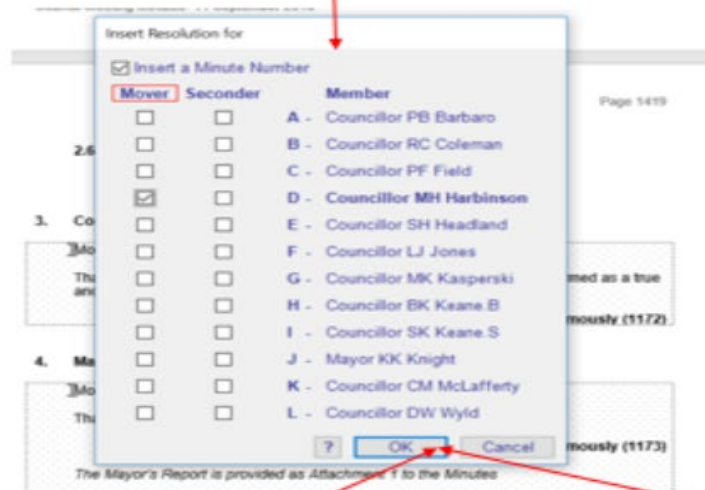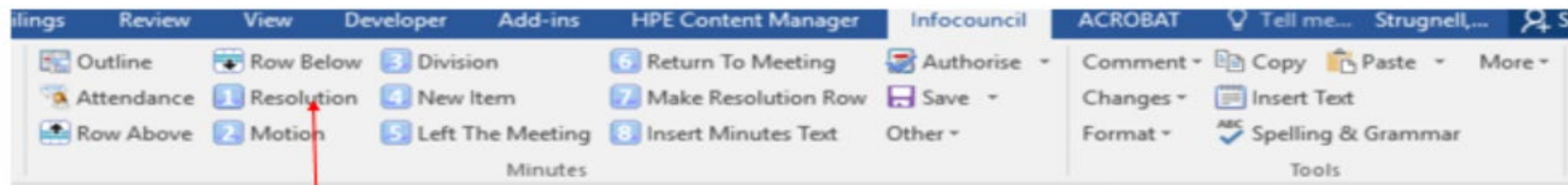Status: Converted [Re-convert]

Confidentiality:

[New] [Delete]

[EDRMS] [View] [Save] [Undo]

[?] [Close]

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# Minutes function

# New bits (the exciting stuff)

Agenda's and minutes are published to PDF through the Infocouncil program for upload to our website

- This is a new feature since May, and works incredibly well

Governance look after another program/app called Big Tin Can where the PDF copy of documents are loaded for Elected Members to access

- Recently heard about the ability to integrate Big Tin Can and Infocouncil to publish directly - exploration required.

The next upgrade seems full of interesting possibilities

# Ponderings …

100 of Council's 420 staff access & use Infocouncil

As with all systems, there are benefits and limitations

## Benefits

- The system is logical and easily learnt (for those with a knowledge of computer programs)

- All reports, agenda's and minutes are in one location – we have 6 years of documents

- The advanced search feature is easy to use (past reports etc are able to be found much more easily than those from an earlier time

And most importantly, the help desk team at Infocouncil are amazing to work with!

# More Ponderings …

**Limitations** (from our techies)

- Add-in has failed to load on Windows 7 Office 2010 and Windows 10 Office 2016. Is better now but noticed the load behaviour in the registry can have 1 or 2 entries. Yet to confirm which of these is required.

- In some cases, the read only version of the document is not being cleared from the checkout folder, causing issues as the folder is too full (clearing out fixes the issue)

# More Ponderings …

**Learnings**

- Test, test and test again before going live with an update, and also understand this will not be fail proof when going live.

- Consider & prepare for impacts that may occur when another (integrated) system is updated

- There will always be people who experience technological challenges and need to be supported.

- With an IT system that is significantly used by another area (eg Governance) it is critical for IT and Governance to communicate.

# Thank you

Queries, then contact:

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