

City of Marion



Minutes and Agenda Software Solutions

What was the problem?



- 20 year old process
- Clunky and repetitive
- Word Based documents
 - Hard copy reports / approval
 - Reports getting lost
 - Human error
 - Manual processes
 - Time consuming
 - Version Control



What we were looking for?

- Integrated system
- Cloud based
- Good search ability
- Reduce duplication of processes
- Easy reporting and approval processes
- Online action log and follow up
- Automation



How did we get it?

- Engaged with staff and Elected Members
- Engaged an IT Consultant with industry knowledge
- Public Tender
- Tender Panel included ICT, Governance, Contracts and Development
- 5 submissions & 3 shortlisted
- Received demonstrations of three different products



What we got?



- Brand new technology
- Partnership with CAMMS
- Cloud based product
- Reduction in duplication of effort
- Consistency in how reports are presented



Benefits



- Signal sign-on
- Online notifications and approvals
- Customised templates that we can alter
- Calendar of meeting and a schedule of upcoming items
- Action centre – staff see what resolution are assigned to them and all of their reports
- Confidential reports are locked down to those on the approval
- Ability to use the system for internal management meetings

The Solution



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Upcoming Meetings

- SC181127 - General Council Meeting 17 November 2018
Tuesday 27/11/2018 06:30 PM
Council Chamber
Council Administration Centre, 245 Stuart Road, Stuart
- Group Meeting
Saturday 07/12/2018 10:00 AM
Livingstone Cultural Centre
Warrings Way (Off Stuart Road), Bedford Park
- UPC181204 Urban Planning Committee Meeting 4 December 2018
Tuesday 04/12/2018 06:30 PM
Committee Room 1
Council Administration Centre, 245 Stuart Road, Stuart
- SC181204 Infrastructure and Strategy Committee Meeting 4 December 2018
Tuesday 04/12/2018 06:30 PM
Council Chamber
Council Administration Centre, 245 Stuart Road, Stuart
- Finance and Audit Committee Meeting - 11 December 2018
Tuesday 11/12/2018 09:30 AM
Council Chamber
Council Administration Centre, 245 Stuart Road, Stuart
- SC 181211 - General Council Meeting 11 December 2018
Tuesday 11/12/2018 06:30 PM
Council Chamber
Council Administration Centre, 245 Stuart Road, Stuart

Today 12 October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01 Infrastructure and Strategy Committee Meeting 4 December 2018		03	04	05
	07	08 Group Meeting		10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31	01	02

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Book Meeting Book Agenda Finalise Agenda

Agenda Template

GENERAL COUNCIL MEETING

FINANCE AND AUDIT COMMITTEE MEETING GENERAL COUNCIL MEETING INFRASTRUCTURE AND STRATEGY COMMITTEE MEETING REVIEW AND SELECTION COMMITTEE URBAN PLANNING COMMITTEE MEETING

Meeting Title

From 18/04/2018 09:00 PM To 18/04/2018 09:00 PM

Location

Please Select

Meeting Members

Mayor - Rick Warren X Councillor Ian Goodwin X Councillor Tim Sait X Councillor Bruce Hall X Councillor David Ryan X Councillor Jean Venables X Councillor Andrea Applegate X Councillor Nick Westwood X Councillor Luke Robinson X Councillor Nathan Prior X Councillor Nick Remy X Councillor Stephen Ingle X Councillor Tim Platter X

Chair Executive Officer - Adrian Duff X General Manager City Services - Tony Lines X General Manager City Development - Abby Doherty X General Manager Corporate Services - Vincent Mifflid X

Organiser

Unit Manager Governance and Records - Jaime Thomas

Secondary Organiser

Please Select

Agenda Outline

11/04/2018 09:00 PM

Are you sure you wish to kickoff approval? The report cannot be edited by anyone except the current approver, meeting manager or administrator while it is in the approval workflow.

Ok Cancel

Please click on Edit button to amend the agenda item before approval or click on Reject button to Reject the item.

Edit Reject

Copy of TEST_SU General Council Meeting 11 September 2018

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Details Agenda

OPEN MEETING

- 1. Car Park and Driveway
- 2. KAHUNA ACKNOWLEDGEMENT
- 3. New Agenda Item now used
- 4. DISCLOSE
- 5. ELECTED MEMBER'S DECLARATION OF INTEREST (if any)
- 6. CONFIRMATION OF MINUTES
- 7. Confirmation of the min...
- 8. COMMUNICATIONS
- 9. General Communication Re...
- 10. Deputy Mayor Communication...
- 11. Elected Members Communica...
- 12. CEO and Executive Communi...
- 13. ACCOUNTING ITEMS
- 14. Lending Money Camp...
- 15. DEPUTATIONS
- 16. REVENUE
- 17. COMMITTEE RECOMMENDATIONS

Report Template

1. General Council / Committee Meeting Report

Subject

Outcome of review of Hire Charges of Council Operated Facilities

Contributing Officers

Manager City Property - Carol Hampton X Manager City Activation - Greg Salmon X Manager Community Connections - Liz Byrne X Executive Assistant to General Manager City Services - Pauline Connors X Manager Finance - Ray Barnett X Unit Manager Cultural Facilities - Tyson Brown X Unit Manager Community Wellbeing - Cassandra Gibson-Piper X

Signifying Officer

Unit Manager Libraries - Damian Garcia

Corporate Manager

Manager Community and Cultural Services - Liz Byrne

General Manager

General Manager City Services - Tony Lines

Report Created By

Manager Community Connections - Liz Byrne

Implementation



- Implementation due date 30th June 2018
- Project implementation resource
- Established new report templates
- Implemented the agenda production first followed by the minutes
- Ran two systems concurrently
- Training of staff
- Managed issues in partnership with CAMMS



Learnings



- Project Resources
- Make time for reviewing all processes and be prepared for change
- Be mindful of implementation date and what is on the agenda.
- Keeping the vendor on task
- Implementation due date & teething issues

Questions? Thank you.