

NOTICE OF COUNCIL MEETING

PUBLIC SUPPLEMENTARY

AGENDA - A

An Ordinary Meeting of City of Parramatta Council will be held in the Cloister Function Rooms, St Patrick's Cathedral, 1 Marist Place, Parramatta on Monday, 11 October 2021 at 6.30pm.

Note: Members of the public will be permitted to attend the Council Meeting in person in line with conditions of entry imposed by the Public Health Order. The Council Meeting live stream will continue to be available to view on Council's website.

Brett Newman
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
12	FAIR	
12.5	LATE REPORT FOR APPROVAL: Digital Donation Program	3
19	QUESTIONS WITH NOTICE	
19.1	QUESTION WITH NOTICE: Questions Taken on Notice from Council Meeting - 27 September 2021	8

***After the conclusion of the Council Meeting, and if time permits, Councillors
will be provided an opportunity to ask questions of staff***

FAIR

ITEM NUMBER	12.5
SUBJECT	LATE REPORT FOR APPROVAL: Digital Donation Program
REFERENCE	F2021/00521 - D08253023
REPORT OF	Head of IT

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

The purpose of this report is for Council to consider an Expression of Interest process to donate used computers and laptops to registered community based organisations.

RECOMMENDATION

That Council resolve in accordance with Option A or Option B as outlined in the report.

BACKGROUND

1. Council, at its meeting of 27 September 2021, considered a report to extend Council's response to COVID, and resolved (inter alia):
 - (c) *Further, that a report be provided to the next Council Meeting regarding the implications of an EOI process to donate used computers and laptops through a digital donation program (including any licensing implications) during this period to registered Community based organisations within City of Parramatta and the license implications.*
2. This report is provided in response to Council's resolution above.

ISSUES/OPTIONS/CONSEQUENCES

3. During the COVID period, community based organisations have experienced difficulties raising necessary funding to acquire technology to support their operations and/or experienced delays in obtaining equipment due to global supply constraints driven by industry demands for mobile equipment and restrictions in components for production.
4. Council has implemented a Staff Technology Equipment Refresh Program (Refresh Program) to replace assigned technology following the end of its depreciated life of three (3) years.
5. Under the Refresh Program it is forecast that approximately 200 laptops will be disposed of prior to 31 December 2021.
6. Council's Information Technology (IT) Policy pertaining to the management of assets does not specifically refer to the disposal of IT equipment. The IT Policy states:

4.5 Information Technology (IT) Asset Management Policies

City of Parramatta Council's IT assets must be managed in the following way:

- (a) IT assets with attractive resale potential shall be managed*
 - (b) City of Parramatta Council will maintain an inventory of assets including hardware, software, license and virtual assets.*
 - (c) Assets maintained in an asset management database will have identified owners*
 - (d) Acceptable use of assets will be identified, documented and implemented*
 - (e) Assets will be returned to City of Parramatta Council if employment is terminated*
 - (f) We will maintain an inventory of our license assets and detect risk of being under-licensed (at risk of a compliance audit) or over-licensed (wasting money on unnecessary software purchases).*
 - (g) IT assets will be configured to meet a secure configuration baseline.*
7. The current practice for the disposal of IT assets involves the engagement of a third party provider to:
- i) remove all data;
 - ii) recovery of components for reuse; and
 - iii) remove software for license reallocation.
8. The third party provider undertakes a reconciliation between cost of data removal and value of component recovery and provides a credit / invoice for any difference.

Proposed Digital Donation Program

9. Should Council consider the implementation of a digital donation program, additional steps would be required to image the equipment to enable it to be returned to a usable state.
10. It is also noted that any cashback obtained through component recovery would no longer be available for future equipment purchases.

Software Licensing

11. It is noted that Microsoft licences obtained under the City of Parramatta Council Enterprise Licensing Agreement are not transferrable.
12. Should Council consider the implementation of a digital donation program with an accompanying licence, the one off cost of providing a Microsoft, Windows 10 and Office 365 licence is \$324 per licence. It is noted that an ongoing annual fee of \$99 is required for the licence to continue on the donated device.
13. Should Council consider the implementation of a digital donation program without accompanying licences, the community based organisation would require sufficient Information Technology (IT) skills to access, acquire, implement and support the required Microsoft or alternate licence product.

OPTIONS FOR CONSIDERATION

14. Having regard to the information outlined above, Council may wish to consider the following two options:

Option A

- (a) **That** Council invite expressions of interest from registered community based organisations within the Parramatta Local Government Area to participate in a Digital Donation Program for the donation of used and unlicensed computers and laptops.
- (c) **Further, that** Council delegate authority to the Chief Executive Officer to execute all and any documents connected with the Digital Donation program.

Option B

That Council not proceed with a Digital Donation Program at this time.

CONSULTATION & TIMINGStakeholder Consultation

15. The following stakeholder consultation has been undertaken in relation to this matter:

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
30 Sep 2021	Sean Keating – Microsoft Account Manager	Council's Enterprise Licensing Agreement does not permit transfer of software licenses. Depending on the type of organisation in question, charity, education or otherwise, licenses at a discounted level may be available through application to Microsoft and the relevant program.	Determine the cost to provide base licenses for operating system (Windows 10) and Microsoft Office Suite 365. License costs determined at Windows 10 - \$225 one time charge, Microsoft 365 - \$99.00/year	Information and Communications Technology – Head of IT – Mark Rugless

Councillor Consultation

16. The following Councillor consultation has been undertaken in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
Nil				

LEGAL IMPLICATIONS FOR COUNCIL

17. Should Council consider the implementation of a digital donation program, Council's legal services unit will review any associated agreement prior to entering.

FINANCIAL IMPLICATIONS FOR COUNCIL

18. If Council resolves Option A to approve this report in accordance with the proposed resolution, the financial impact on the budget is set out in the table below.
19. The financial impacts to the budget, as set out in this section, will be included in the next Quarterly Budget Review for endorsement by Council.
20. The funding sources for this expenditure is general funds and will reduce the unrestricted cash available to Council. This will be incorporated into the next Quarterly Budget Review for endorsement by Council.
21. Should Council consider the implementation of a digital donation program, the financial impacts on the budget based on the donation of 200 devices is as follows:

	FY 21/22	FY 21/22
	Licenses Included	Licenses Excluded
Revenue		
Internal Revenue		
External Revenue		
Total Revenue		
Funding Source		
Operating Result		
External Costs – Microsoft licenses \$324.00	\$64,800	
Internal Costs – Forgone cash back for component recovery less cost of data removal \$55.00	\$11,000	\$11,000
Depreciation		
Other		
Total Operating Result	\$75,800	\$11,000
Funding Source		
CAPEX		
CAPEX		
External		
Internal		
Other		
Total CAPEX		

Mark Rugless
Head of IT

Richard Sheridan
Chief Financial Officer

Jillian Khoo
Executive Director

Brett Newman
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL

QUESTIONS WITH NOTICE

ITEM NUMBER	19.1
SUBJECT	QUESTION WITH NOTICE: Questions Taken on Notice from Council Meeting - 27 September 2021
REFERENCE	F2021/00521 - D08248758
FROM	Governance Manager

QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 27 SEPTEMBER 2021

Item	Subject	Councillor	Question
12.8	Proposed extension of current COVID Relief Package	Garrard	What is the policy on disposing used computers and laptops?
13.2	Free Parking – Ticket Parking Machines (On-Street) and Multi Level Carpark – Christmas Festival Period	Garrard	What would be the cost to Council if Council were to provide free parking for the period 24 December to 4 January for Council owned car parks?

BACKGROUND

- Paragraph 9.23 of Council's Code of Meeting Practice states:

"Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council."

STAFF RESPONSE

Item 12.8 – Proposed extension of current COVID Relief Package

Question from Councillor Garrard

During discussion on the amendment moved by Councillor Pandey in relation to the proposed introduction of a used computers and laptops digital donation program, Councillor Garrard asked the following question:

What is the policy on disposing used computers and laptops?

Executive Director Corporate Services Response

Council's Information Technology (IT) Policy pertaining to the management of assets does not specifically refer to the disposal of IT equipment. The IT Policy states:

4.5 Information Technology (IT) Asset Management Policies

City of Parramatta Council's IT assets must be managed in the following way:

- IT assets with attractive resale potential shall be managed*
- City of Parramatta Council will maintain an inventory of assets including hardware, software, license and virtual assets.*
- Assets maintained in an asset management database will have identified owners*
- Acceptable use of assets will be identified, documented and implemented*

- (e) *Assets will be returned to City of Parramatta Council if employment is terminated*
- (f) *We will maintain an inventory of our license assets and detect risk of being under-licensed (at risk of a compliance audit) or over-licensed (wasting money on unnecessary software purchases).*
- (g) *IT assets will be configured to meet a secure configuration baseline.*

The current practice for the disposal of IT assets involves the engagement of a third party provider to:

- i) remove all data;
- ii) recovery of components for reuse; and
- iii) remove software for license reallocation.

Item 12.8 – Proposed extension of current COVID Relief Package

Question from Councillor Garrard

During discussion on the amendment moved by Councillor Barrak in relation to extending the provision of free parking at Council owned parking stations to mirror the same period as the provision of free parking for parking meters, Councillor Garrard asked the following question:

What would be the cost to Council if Council were to provide free parking for the period 24 December to 4 January for Council owned car parks?

Executive Director Property & Place Response

If Council were to offer free parking for multilevel car parks between 24 December 2021 to 4 January 2022, it would cost Council \$93,000 of lost income.

Patricia Krzeminski
Governance Manager

John Warburton
Executive Director, City Assets & Operations

Bryan Hynes
Executive Director Property & Place

Jillian Khoo
Executive Director

Brett Newman
Chief Executive Officer