

BALLINA SHIRE COUNCIL – MEMORANDUM

MEMO TO: Linda Coulter
COPY:
CM REF: 18/85789
MEMO FROM: Stewart Littleford
DATE: 12 November 2018
SUBJECT: Council Chambers Audio Visual System Replacement

Council approached the market via a Request For Information early in 2018 with a view to ascertaining the costs associated with the replacement of the Council Chambers audio/visual system. The current system has been in place for more than a decade and no longer meets Councils requirements. A specification was prepared for a replacement system that not only addressed existing, somewhat limited, functionality, but also looked to future requirements particularly in regard to integrating the system into Council's Skype for Business infrastructure, and ensure that any replacement system would be scalable and flexible enough to see out a proposed ten year lifespan.

Two responses were received, however the cost estimates associated with both responses and the consideration of other higher priority projects meant that the determination was made that the project would not be included in the 2018/19 budget at that time.

Since then however, the performance of the current solution has degraded and the replacement of same has become more of an urgent nature should Council wish to continue the current process of recording Council meetings and making these recordings available to the public, and with a view to expand this capability to webcast Council meetings, as well as taking advantage of more contemporary technology.

Based on this, one of the original two respondents to the Request for Information, Insync Technology were once again contacted and requested to refresh the original cost estimate. Insync Technology assisted Council with the organisation-wide implementation of Skype for Business in 2017/2018.

The proposed solution is a multi-user web-casting/recording system leveraging the Skype Meeting Broadcast platform. The Skype Meeting Broadcast allows up to 10,000 meeting participants but only relies on a single data stream from Council, with Microsoft handling the participant connectivity to Council – this ensures a high-quality viewing experience for web-based viewers.

The system will accept multiple inputs i.e. USB, laptop etc., has multiple outputs i.e. foyer screen, web casting etc., and is fully controlled by the Crestron presentation controller platform. All seats around the meeting table will have individual microphones, with all able to be controlled by the Mayor if required. AKG microphones will be used as they offer outstanding quality and reliability. Two high resolution PTZ cameras will be used to capture video suitable for streaming to the web. This will ensure a significant improvement in regard to the quality of both video and audio capture over and above what is currently in place.

The system re-uses existing display equipment (foyer display, projectors, screens), and also includes an infra-red hearing loop kit and receivers (neck loops and headphones) to assist Council in meeting its obligations under the Disability Inclusion Act 2014.

Council's Manager- Communications, PA to the General Manager and Manager – Information Services visited both Tweed and Byron Councils as part of the original process to view similar

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systems in operation. This also served to reinforce project cost estimates based on their experiences.

Alternative solutions were also investigated, namely subscribing to an external web streaming service for a monthly fee. Based the experience of a local Council, the monthly costs associated with this service amount to some \$1250. Extrapolated over a ten year period with no cpi, the total cost of ownership associated with this solution approximates \$150,000. Conversely the ten year cost associated with the proposed solution approximates \$133,000, once again with no cpi.

Stewart Littleford
Manager – Information Services

1/69 Stewart Street
Lennox Head NSW 2478
Phone (02) 6687 7221.
E-mail: marellelee@gmail.com
3rd October 2018.

Cr David Wright
The Mayor, Ballina Shire Council
40 Cherry Street
Ballina NSW 2478.

Dear Crf Wright **Re: HEARING COUNCIL MEETINGS**

Thank you for asking me if I was able to follow proceedings at the September Council meeting and the meeting which followed. I replied that I was not able to hear half the discussion. I heard what you, the General Manager, Mr Paul Hickey, and Group Manager, Strategic and Community Facilities, Mr Steve Barnier, said, but only part of what other speakers said. I think I followed the general decisions.

Sometimes it is difficult to hear coucillors who sit facing you, or at right angles to your direction. During the nine years I spent attending Ballina Council meetings on behalf of Lennox Head Residents Associatiion, at the request of then president, the late Brian Smith, I recall there were attempts to amplify proceedings.

Now I attend to follow heritage matters for the Richmond River Historical Society in Lismore, and to assist Lennox Head Residents Association members and the general public's queries.

At present I am inhibited by a fall in which I injured my left leg and have been treated for a heart problem, atril fibrillation..

Also my 2005 Apple computer gives problems at times and I have just had my newer Acer laptop to Work and Play Computers in Ballina, because it suddenly stopped. I rushed a letter to Mr Hickey on September 28, in relation to the late Charles Bulwinkel, who planted a tree (Norfolk pine I think) at Boulder Beach, which Mr Brian Tate wants to include on the National Tree Register. Mr Pat Cawley of Alstonville, a Bulwinkel descendent, phoned me last week with details.

I am hoping my only daughter, Dr Suzanne Broadbent, who is extremely busy settling in as a professor of Health and Exercis Science at Sunshine Coast University, Queensland, will be able to assist me with IT problems. My son, Bruce Peters, a Global Controller of Finance, based in Silicon Valley, California, also is extremely busy and only has two weeks holiday a year..

The Council publication, *Community Connect*, I consider is excellent. With best wishes,

Yours sincerely


Marelle Lee