

Report to Policy and Finance Committee
From Steve Moate, Manager, Information Technology and Support Services

Preparations for Year 2000 - Status Report

1. Purpose

To inform the Committee of the status of the project undertaken to prepare the Council's information technology and other systems for operation in the year 2000 and beyond.

2. Background

For the past two years officers have been reporting to Council on a quarterly basis in relation to preparations for the year 2000.

As indicated in previous reports a number of initiatives have been taken to ensure that the Council can continue to operate as normal in the new millennium.

Our overall risk assessment of the 'Y2k' issue was first noted in report 98.187 and remains unchanged:

Given Council's minimal reliance on old style legacy type systems the risk of major disruption is minimal.

Operationally our largest exposure is in the water supply area given our reliance on automated equipment. However, rigorous review of all such systems has been completed and all significant issues addressed.

Over the last few months the emphasis has been placed on planning for the unlikely event that unforeseen problems occur in either our own planning or elsewhere (i.e. our key suppliers such as power or telecommunications). These contingency plans were successfully tested in an exercise held on the evening of 8 September through to

the early morning of 9 September. This date was chosen as 9/9/99 was seen as one of the Y2k risk dates. All systems performed well through this test.

3. **Current status**

The project is now nearing a successful conclusion with all of the necessary changes to key systems completed.

All divisions are confident that their key systems have been checked and where necessary appropriate changes have been made.

A number of minor issues affecting non critical systems remain to be completed, but these are well in hand.

The exercise to test the Council's contingency plans identified the need for a number of minor improvements which have now been put in place. We have also written to the Ministry for Emergency Management suggesting improvements to the communication channels between us.

4. **Outstanding issues**

The following minor issues remain to be completed.

4.1 **Utility Services**

The new laboratory system has been selected and implementation remains on schedule to be completed by the end of the year. In the event that the implementation of this system is not completed on schedule the laboratory testing regime will not be affected and temporary manual arrangements will be made to record results and issue test certificates.

Commissioning of the new call despatch system for the Operations Network department will remove the current reliance on DECFIN (the old financial system) for recording of billable activities. In the unlikely event that this is not completed the upgrade for DECFIN which makes it "year 2000 compliant" has been tested and can be installed within two days.

The contract for the installation of an additional standby power generator at Te Marua will be completed by 7 November 1999 and will be ready for use after a two week commissioning period.

4.2 **Finance and Administration**

Microsoft released an update to a number of their products during August and September 1999 which we will apply to all PCs by early November 1999.

Now that the new financial system (SAP) has gone live a final overall year 2000 test is scheduled for completion before 1 November 1999.

The old financial system (DECFIN) is still in use for enquiry purposes only. We do not believe that the enquiry facility is affected by any year 2000 issues but in the event that it is still needed after December 1999 and problems occur, the upgrade

which makes it “year 2000 compliant” has been tested and can be installed within two days.

5. Contingency Plans

During the period from 31 December 1999 to 1 January 2000 Utility Services staff will be on standby at various key locations. Staff will be in position to observe what happens at midnight and to deal with any issues arising.

Other divisions have made arrangements to have key areas checked and to have staff on standby should they be required. Millennium celebrations are expected to impact on Regional Parks and along the Hutt River. The Regional Council’s Principal Fire Officer, Geoff Cameron, will be part of the Fire Service’s Rural Fire operation.

Senior management (led by the General Manager) and a small group of support staff will also be on deck at the Regional Council Centre during the same period to provide overall co-ordination in the event of any problems arising.

The Environment Division’s Emergency Management department will activate its headquarters at the Beehive during the danger period to fulfil the department’s obligations to deal with Regional emergencies should that be necessary.

6. Communications

The Council is in good shape in terms of preparation for the Year 2000. This message should be positively communicated to residents in the Region. A suitable press release will be prepared based on this report.

7. Recommendation

That the report be received and the contents noted.

Prepared by:

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