



G25 Tablet Usage by Council Members and Staff

Policy Objective

To provide guidelines for access to and usage of tablet electronic devices (iPads/Tablets). iPads/tablets are the preferred mechanism for delivery of the Council's Minutes and Agenda and other Council related documents.

iPad/tablets will assist in communications between Council Members and the CEO as required for business continuity as the result of a pandemic or adverse event.

iPad/tablet usage will improve effective and efficient dissemination of information in line with Council requirements and strategic visions.

Policy

(a) Provisions of Digital Tablet Devices to Council Members and Staff

The Shire of Ravensthorpe is committed to providing efficient and effective means of supporting Council Members in the decision-making processes of the Council. The *Local Government Act 1995* specifies that one of the Chief Executive Officer functions is to "ensure that advice and information is available to the council so that informed decisions can be made". To meet this requirement Council Members will be provided with a digital tablet as primary tool source of advice and information.

(b) First Term Council Members

Digital tablet devices will be issued on a four year term basis suitable for undertaking their duties as Council Member.

(c) Acceptable Usage

The iPad/tablet is provided primarily for use by Council Members, in performing their civic duties as a Council Member.

The iPad/tablet will be loaded with applicable business-related applications and software to allow remote communication for conducting the normal business of Council.

Each iPad/tablet will include an appropriate, standard monthly data plan as determined by the CEO.

(d) Conditions of Use

- Council Members and staff are required to ensure iPads/tablets are maintained in an operative condition.
- SIMs and data packages provided with the tablets are for Council and Council related business only.
- Council Members issued with an iPad/tablet are responsible for the security and upkeep of the iPad/tablet.
- Lending of the iPad/tablet is strictly prohibited.
- The iPad/tablet is to remain with the designated person and not swapped with other employees/Council Members.
- Passwords to access the iPad/tablet and various applications are provided by the Administration on issue of each iPad/tablet and are to remain as set by the Shire.



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- All lost or stolen iPads/tablets should be reported as soon as practicable to the Chief Executive Officer.
- An iPad/tablet must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

(e) User Requirements

- If a user suspects that unauthorised access to Council data has taken place via an iPad/tablet device, the user must report the incident as soon as practicable.
- Devices must not be “jailbroken”, that is, the removing of limitations imposed by the manufacturer, or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
- Users must not load pirated software or illegal content onto their devices.
- Council reserves the right to monitor the data usage on the devices.
- The Council reserves the right to cap or change the data plan to comply with Council’s data requirements.

(f) Training and Reporting of Issues/Faults

- Council Members are to request training through the Chief Executive Officer.
- Council Members must report any issues or faults with the iPads/tablets or make any enquiries on usage directly to the Chief Executive Officer.

(g) Term Completion

On completion of a term of office as a Council Member, or at the cessation of civic duties, or as requested by the Chief Executive Officer, Council Members are required to return the iPad/tablet and all accessories to the Administration Office as soon as practicable, but within 28 days otherwise you will be deemed to be seeking to purchase the digital device as per Section 1.7 below.

(h) Purchase of IPAD/TABLET

Council Members who complete their four-year term with Council can retain their allocated iPad/tablet free of charge however, Council Members will be responsible for all data usage requirements once this handover has occurred. Whilst Council Members that have not served a full four year term have the opportunity to purchase their iPads/tablets at a pro-rata fee which may be deducted from any unpaid allowances.

(i) Agreement

Upon commencement with Council, Council Members are required to read the Internet and Email Policy and Communications and Social Media Policy and declare that they will observe and abide by the terms and condition outlined in this Policy.



DOCUMENT CONTROL BOX		
Custodian: Chief Executive Officer		Decision Maker: Council
Compliance Requirements: Appropriate Annual Budget Allocations		
Legislation: Local Government Act 1995 – Section 5.41: Functions of CEO		
Industry:		
Organisational:		
Document Management:		
Risk Rating: Low	Review Frequency: 4 Years	Next Due:
Version #	Decision Reference:	Description:
a	OCM 15/04/2022 Item 10.0	Tablet Usage by Council Members and Staff
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments