

POLICY NUMBER	-	1.15
POLICY SUBJECT	-	1.15 Councillor-Elected Member iPads Devices

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1. POLICY PURPOSE

This policy outlines the devices that will be made available to Elected Members during their terms on Council and the processes for the management and return of these devices.

2. POLICY SCOPE

This policy applies to all Elected Members of the Shire of Merredin (the Shire).

3. LEGISLATIVE REQUIREMENTS

N/A

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4. POLICY STATEMENT

The Shire will provide necessary equipment to Elected Members to allow them to fulfil their roles.

4.1 Devices

The Shire will provide either a tablet or laptop with necessary software installed for each Elected Member. Elected Members will be able to indicate their preferred device (being tablet or laptop) on commencement in the role and the Shire will endeavor to meet these requests where possible.

Devices provided will have sufficient capacity and be preloaded with necessary software/ applications to enable Elected Members to fulfil their role.

4.2 Connectivity

If required, devices provided will be equipped with a 5GB data plan (SIM card) to enable the Elected Member to access their Council email address, calendar, agendas, minutes, reports and documents outside of a Wi-Fi environment.

Should an Elected Member utilise more than the data allowance provided, they can upgrade to a larger data plan at their own expense. Any excess data fees (above the 5GB data allowance) incurred will be invoiced to the Elected Member.

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~~Council Elected m~~ Members will be provided with the Shire's ~~wifi~~ Wi-Fi network password for use within the Shire Administration building ~~Council Chambers environs~~ and Council Chambers, on the condition that it is used for Council-related work only. Under no circumstances is the ~~wifi~~ Wi-Fi password to be disclosed to any other person or party.

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4.3 Ownership

~~The Shire of Merredin will supply iPads that provide sufficient capacity to~~

~~enable Council members to fulfil their role.~~

~~The iPads will be provided to each Council member. The iPads will be provided with a 5GB data plan (SIM card) to enable the Council member to access their Council email address, calendar, agendas, minutes, reports and documents outside of a wifi environment. The iPad will be preloaded with apps sufficient for the Council member to fulfil their role.~~

~~Council members will be provided with the Shire's wifi network password for use within the Council Chambers environs on the condition that it is used for Council related work only. Under no circumstances is the wifi password to be disclosed to any other person or party.~~

The Shire retains ownership of all equipment ~~installed-provided~~ under this Policy during the ~~Council-Elected m~~Member's term of office.

If ~~an Ea-Council~~~~ected member~~ ~~Member~~ ceases ~~to be a Council member~~~~their role~~ or if the Shire owned equipment ~~installed-provided~~ under this Policy becomes obsolete or malfunctions, ~~the Council member may~~ ~~the following options will be available.:~~

1. ~~Elected Members may~~ purchase the equipment from the Shire at its depreciated value on the condition that all Council related documents, apps and reports are removed from the device. ~~Should an Elected Member wish to retain their device for their own use after ceasing their role, the Elected Member will be responsible for all data costs and insurance coverage for the device.~~ ~~or~~

2. ~~Elected Members who do not wish to retain their device must return the equipment (including, but not limited to; devices, SIM cards, chargers, covers, bags) to the Shire within 14 days of either ceasing their role or replacement equipment being provided.~~

1. ~~return the equipment to the Shire within 30 days of either the Council member ceasing to be a Council member or replacement equipment being provided. Should a Council member wish to retain the iPad for their own use after no longer being a Council member, the Council member is responsible for all data costs and insurance coverage for the iPad.~~

2. _____

4.4 Usage

Terms and Conditions:

~~The iPads~~~~Elected Member devices~~ may be used for private use in terms of accessing emails, downloading music/ films/ books/ ~~apps~~applications/ software, utilising the camera feature etc, however this information must be removed at the ~~Council-Elected m~~Member's expense when the equipment is returned to the Shire.

~~and a~~All costs associated with having personal information on the ~~iPad device is~~are at the expense of the ~~Council-Elected M~~member.

1. _____
2. ~~Should a Council member utilise more than the data allowance they can upgrade to a larger data plan at the Council member's expense.~~

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3. ~~Any excess data fees (above the 5GB data allowance) will be invoiced to the Council member.~~

~~The iPads/Devices~~ must not be used to access any information, applications or videos that are deemed inappropriate or illegal.

4.

5. ~~If an iPad device~~ is lost or stolen it must be reported to the CEO immediately in order for steps to be taken to ensure the privacy of Council information and documents on the device and in the cloud is not compromised.

~~If an iPad is lost or stolen, the Council or~~ CEO may determine that the ~~Council-Elected Member~~ is liable for the replacement or repairs, depending on the circumstances surrounding the occurrence.

6.

Any queries related to the non-operation or malfunctioning of ~~the iPad devices~~ are to be directed to the CEO or Executive Officer. Under no circumstances is ~~an Council-Elected Member~~ to undertake repairs or maintenance to the equipment themselves, without the prior authorisation of the CEO.

7.

Unless the need for maintenance arises from the use of an app or document which is not Council related, the Shire will cover the cost of ~~the~~ maintenance and repairs. If the costs of maintenance or repair relate to a ~~Council-Elected Member's~~ personal information or usage, those costs will be invoiced to the ~~Council-Elected Member~~.

8.

The Elected Member will be responsible for ensuring devices are updated as and when required.
~~The If an iPads has been allocated, the device must be are to be~~ backed up to the ~~Council-Elected Member's~~ iTunes account regularly, and certainly, especially prior to any software or IOS updates taking place. ~~Council-Elected M~~members will be responsible for establishing their own iTunes account if they do not already have one.

9.

10. ~~The Council member will be responsible for ensuring the iPads are updated as and when required, using their Council member iTunes account.~~

During the ~~Council-Elected Member's~~ term of office, devices the iPads will be covered under the Shire's insurance policies.

11.

5. KEY POLICY DEFENITIONS

N/A

6. ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this policy. Elected Members are required to adhere to all aspects of this policy.

7. MONITOR AND REVIEW

This policy will be reviewed every two years.

12. ~~Should a Council member wish to retain the iPad for their own use after no longer being a Council member, the Council member is responsible for all data costs and insurance coverage for the iPad.~~

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13. Upon retirement or resignation, the SIM card for the data allowance is to be returned to the Shire so it can be used for incoming Council members.

Document Control Box				
Document Responsibilities:				
Owner:	CEO	Decision Maker:	Council	
Reviewer:	Governance Officer			
Compliance Requirements				
Legislation	N/A			
Document Management				
Risk Rating	Moderate	Review Frequency		Next Due
Version #	Action	Date	Records Reference	
1.	Adopted	15 September 2009	CMRef 30126	
2.	Reviewed	21 September 2010	CMRef 30432	
3.	Reviewed	19 February 2013	CMRef 31058	
4.	Reviewed	17 February 2015	CMRef 81522	
5.	Reviewed	20 December 2016	CMRef 81892	
6.	Reviewed	24 October 2017	CMRef 82064	
7.	Reviewed	4 December 2023	CMRef ?????	

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