

**E15 ELECTED MEMBERS IPAD****PURPOSE**

To provide guidelines for access to and usage by Elected Members of Council issued iPads.

**POLICY**

Elected Members will be provided with an appropriately resourced iPad to assist in performing their duties.

**Applications (Apps)**

- Council staff will undertake the initial setup of the iPads and download a standard set of apps.

**Usage**

- All Council documents will be made available to Elected Members electronically utilising Dropbox, notification will be advised by the Coordinator Executive Services when documents are available on Dropbox by email
- Elected Members iPads are to be used predominantly for Council business
- Each iPad will have access to a data plan that is considered sufficient to undertake Council business utilising the iPad, data use will be monitored by Council Staff
- Dropbox must only be used to carry out official duties.
- Illegal or improper use (i.e. sending or receiving inappropriate content that is offensive, immoral or defamatory, sending viruses, violation of a copyright, disclosing confidential or personal information held by Council etc) that may threaten Council's security or integrity is strictly prohibited.

**Responsibilities**

Each Elected Member is responsible to:

- a) Ensure that use of the iPad is in a manner consistent with the iPad Policy and the Code of Conduct for Elected Members
- b) Ensure that the iPad is kept safe at all times (i.e. the iPad must not be left in a vehicle, or in an unsecure location)
- c) Advise Council staff immediately should the iPad be lost, stolen or damaged
- d) Bring the iPad to all Council meetings (ordinary, special, committee, forum or workshop)
- e) Return the iPad to Council staff in a timely manner should it be requested, to allow for necessary maintenance to be undertaken.

**Email/Calendar**

- Elected Members will be provided with a Council email address which will be accessible using the iPad (the format will be [crsurname@irwin.wa.gov.au](mailto:crsurname@irwin.wa.gov.au))
- Council email addresses should only be used for official Council business
- Elected Members will have access to an individual calendar on the iPad which can be utilised to record availability.

**Support and Training**

- Elected Members will receive training upon distribution of the iPads  
Training will cover:
  - a) Basic use of the iPad
  - b) Email and calendar use
  - c) Use of apps for performing Council related duties.

- Elected Members are to report any issues or faults with the iPads or make any enquiries directly to the Coordinator Executive Services or Manager Customer Services
- Support will be provided by Council staff as required.

#### **Accessories**

- All iPads will be distributed with a protective cover and charging equipment.

#### **Issuing and Return**

- The iPad and all accessories must be returned to the Council when the Elected Member's term ceases (not re-elected, resigns etc)
- Council staff will undertake a 'resetting of the iPad' prior to being issued for use again.

#### **Replacement**

- iPads will be replaced every four years after the Elected Member's term expires
- iPads will only be replaced prior to their scheduled replacement date if:
  - a) they no longer operate effectively and cannot be economically repaired
  - b) have been lost, stolen or damaged.

<i>Date of Last Amendment – 22 November 2016</i> <i>(reviewed 27 June 2017 Minute 140617)</i>
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