



Issuing of iPads to Councillors

Date policy was adopted by Council:	24 July 2013
Resolution number:	150/13
Previous Policy review date:	November 2013
Next Policy review date:	September 2016
Reference number:	C1384898

1. OUTCOMES:

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

Usage, care and control of iPads for operational staff is governed by ITBAU Directives 006 and 007.

2. POLICY:

- iPads are provided for learning, business and information needs of Councillors and Senior Management staff of Queanbeyan City Council and is the preferred mechanism for delivery of the Council's Business Paper and other Council related documents.
- iPads provide a means of immediate transfer of electronic information and are the preferred way in which data will be conveyed noting the significant financial savings achieved in avoiding hard copy production, collation and transfer of documents.
- The Council recognises that IT security is paramount in order to protect electronic data and therefore Council business will only be conducted on Council issued iPads. Private email addresses will not be assigned due to confidentiality of documentation, particularly those that relate to Section 10(A) of the Local Government Act.
- iPads are issued to Councillors in accordance with the provisions of the Payment of Expenses and Provision of Facilities (for Mayor and Councillors) Policy.
- Councillors have a responsibility as set out in Council's Internet and Email Access Policy and the Code of Conduct relating to the use of Council resources.

ACCEPTABLE USAGE:

- The iPad is provided primarily for use with respect to Councillors, in discharging their civic duties as a Councillor.
- Upon issue, the iPad will be loaded with applicable business related applications, in particular "Dashboard" or "Hub" for access to Council issued correspondence and the Council's Business Paper, as well as email access.
- Use of Council's corporate Apple ID account is for downloading business related applications only. If users wish to download an application via the Council's corporate Apple ID account, please contact Manager ITBAU.
- Internet and email usage on a Council issued iPad is to be in accordance with the Council's Internet and Email Access Policy.

GENERAL CONDITIONS OF USE

- Councillors are required to ensure iPads are maintained in an operative condition.
- The iPad is to remain with the designated person and not swapped with other employees/Councillors.
- Passwords to access the iPad and various applications are provided by the Manager ITBAU on issue of each iPad and are to remain as set by the Manager ITBAU.
- “Find My iPad” Location Services are to remain on at all times.
- All lost or stolen iPads should be reported as soon as practicable.
- iPads are sensitive to heat and cold and should not be left in vehicles or placed in direct sunlight.

USER REQUIREMENTS:

- If a user suspects that unauthorised access to Council data has taken place via an iPad 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.
- Devices must be kept up to date with manufacturer or network provider patches. At a minimum, users should check for patches weekly and apply at least once a month. Please contact the Manager ITBAU if you cannot apply any updates.
- Users must not use corporate workstations or home computers to backup or synchronize device content.
- 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.
- With the exception of the devices managed by IT, devices are not allowed to be connected directly to the internal Council network.

TRAINING AND REPORTING OF ISSUES/FAULTS OF COUNCIL ISSUED iPADS:

- Councillors are to seek training, report any issues or faults with the iPads or make any enquiries directly to the Manager ITBAU.

LEAVE/RESIGNATION:

- On completion of a term of office as a Councillor or at the cessation of civic duties and where requested, Councillors are required to return the iPad and all accessories to the General Manager as soon as practicable, but within 28 days.

COUNCIL ISSUED IPAD DETAILS:

iPad Serial Number:

SIM Number:

iPad Password:

Dashboard Password:

Accessories issued:

I have read the iPad Policy and declare that I will observe the terms and conditions outlined governing the use of the Council provided iPad.

Councillor:

Signature:

3. DEFINITIONS

Nil.

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- Code of Conduct
- Expenses and Facilities Policy
- Internet and Email Access


5. CONTENT:

Nil.

6. PERFORMANCE INDICATOR

POLICY:-	
Policy No:	
Policy Title:	Issuing of iPads to Councillors
Date Policy was adopted by Council:	24 July 2013
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PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference in TRIM: Procedure	
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	General Manager
Committees (if any) consulted in the development of the Draft Policy:	
Responsibility for Implementation:	General Manager
Responsibility for Review of Policy:	Manager ITBAU

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Theme No. 1
Delivery Program Title:	Elected Representatives
Operational Plan:	Program No. 100

Senior Authorizing Officer	Position General Manager	Signature/Date  24 July 2013
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/AMENDED			
New	24 July 2013	150/13	Item 9

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
November 2013	General Manager	Gary Chapman