

Policy P680 Electronic Agendas

Responsible Business Unit/s	Information Services & Governance
Responsible Officer	Director Corporate Services/Manager Governance
Affected Business Unit/s	Council Members and Senior Staff

Policy Objectives

The City recognises the benefits of digital communications and information sharing. Its preferred technology for disseminating Council meeting papers and supporting information is via an online format utilising a Tablet/Laptop. The City requires all Council Members and relevant senior staff to use the City provided Tablet/Laptop to participate in the Council Briefing / Meeting process. The Tablet/Laptop device may also be used by the Council Member for communicating with residents and ratepayers, lodging service requests or other work related purposes, including email. Users of the City provided Tablet/Laptop are required to acknowledge, understand and respect the underlying Tablet/Laptop, internet and usage philosophy that forms the basis of this policy.

Policy Scope

This policy is applicable to the Mayor and all Council Members and any relevant senior staff supplied with City owned mobile computing devices.

Policy Statement

Device

The City will provide each Council Member and applicable senior staff member with a Tablet/Laptop, pre-loaded with relevant work related software and applications. The City will meet the cost of the initial acquisition of the Tablet/Laptop and will maintain an adequate monthly data plan for each device throughout the Council Member's term and relevant senior officer's contract period (sufficient to cover all reasonable work related data downloads). The City will maintain an effective mobile device management (MDM) strategy to provide direct user support.

The Tablet/Laptops and related software / applications will serve as the primary source of information pertaining to Council meetings and briefings and paper based agendas will not be provided to Council Members.

Software on the Device

The software and applications installed on the Tablet/Laptop by the City of South Perth are required to remain on the device in usable condition and be readily accessible at all times. From time to time the City may add or upgrade software applications such that users may be required (on reasonable notice) to check in their Tablet/Laptop with City for periodic updates and synchronising.

In the event it becomes necessary to restore a Tablet/Laptop to its original condition, the City of South Perth is not responsible for the loss of any personal software, documents or photos deleted due to a re-format and re-image of the device. Any software, email messages, or files downloaded via the internet into the device become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyright.

Life of the Device

The technological life of the Tablet/Laptop might not exceed the terms of some individual Council Members and relevant senior officers and therefore the suitability for purpose of the Tablet/Laptops will be assessed at the conclusion of every two years - and if deemed necessary, the City will purchase upgraded devices through the normal budgeting process.

Care of the Device

Users are responsible for the general care of the Tablet/Laptop that they have been issued by the City of South Perth. Tablet/Laptops must remain free of any individual artistic works including writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.

Should a Tablet/Laptop be accidentally lost, damaged or stolen, responsibility for replacement shall be as follows:

1. *First incident:* City shall repair or replace the device at no cost to the user
2. *Second incident:* The City shall pay half the cost of repair or replacement and the user shall pay half the cost.
3. *Third incident:* The user shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

Tablet/Laptops that are damaged or destroyed through intentional misuse may be required to be repaired or replaced at the user's expense.

No Expectation of Privacy

Communications made via City issued devices are subject to disclosure under the *Freedom of Information Act 1992* or for litigation purposes unless a privilege or exception exists that justifies withholding the information.

Audits

All Tablet/Laptop are subject to audit by the Information Technology Department and such periodic audit may be conducted using the mobile device management (MDM) software installed on the Tablet/Laptop.

Representations

In advocating, advancing or expressing any individual religious, political or personal views or opinions, users should remain mindful not to misrepresent their statements as official City policy unless authorised to do so.

E-Mail Usage for City Business

For the purposes of activity related to City business, the user should conduct all e-mail communication through their assigned City email account. All e-mails on the City e-mail account are archived and retained by the City. This account shall be synched to the user's individual Tablet/Laptop. Personal e-mail boxes are allowed to be synched to the Tablet/Laptop as well, but all City related business must be conducted through the City email address or copied to the City email address if the user's personal email box is used.

Acceptable Use

The Tablet/Laptop, internet and email access provided are tools for conducting City business. Thus City use of such tools will be primarily for City business related purposes: to review City Council Agenda materials, obtain useful information for City related business and communications with residents, other Council Members or senior staff as appropriate. All of the City's technology systems, including the Tablet/Laptop, are considered to be public property. Tablet/Laptop internet and email activities are traceable to the City and have the capacity to impact upon the reputation of the City. City issued Tablet/Laptops shall not be used to send or knowingly download any explicit, discriminatory or pornographic content. Users should refrain from making any false or defamatory statements in any internet forum or from committing any other acts that could expose the City of South Perth to liability.

Usage of City issued Tablet/Laptops must comply with behaviours highlighted in the current WA Local Government Act and City of South Perth Code of Conduct.

Data Usage

Any download usage for Tablet/Laptops that are activated on the City's account shall not exceed the allowable monthly limits provided under the City's data plan (Currently 4 GB per month - although this may be subject to change by the CEO or a CEO nominee if deemed necessary). Users approaching the monthly data limit will receive automated warnings upon passing 80% of the allowed monthly quota. Excess data charges over the monthly limit may be required to be reimbursed by the individual user if the excess data usage is considered unreasonable.

Treatment of the Device on Cessation of Service

Ownership of the device shall pass to the Council Member at the conclusion of their elected term and relevant senior officer at the conclusion of their contract. To effect this transition, users shall return their Tablet/Laptop to the IT Department when the individual's term has ended so that the device can be prepared for private, rather than local government use. Effective from the cessation of the user's term, the City funded data plan for that device will be deactivated.

Compliance with Policy

The City reserves the right to inspect any and all files stored on Tablet/Laptops that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any City issued Tablet/Laptop and the City of South Perth. The CEO or a CEO nominee is hereby authorised to institute appropriate practices and procedures to ensure compliance with the policy. Any violation of this policy may result in discipline as deemed appropriate by Council.

Legislation / Local Law Requirements

State Records Act 2000

Local Government Act 1995

Public Sector Management Act 1994

Electronic Transactions Act 2011 S11

Freedom of Information Act 1992

Other Relevant Policies / Key Documents

The City of South Perth Code of Conduct

Acceptance of Terms of Use of Device

I hereby certify that I have received a written copy of the Electronic Agendas Policy form. I have read and fully understand the terms of this policy and agree to abide by it.

Dated: _____

By: _____
[Council Member's / Relevant Officer's Signature]

[Printed Name]