



Council iPad Usage Policy

LINKS TO COMMUNITY STRATEGIC PLAN & DELIVERY PROGRAM

Direction G1 – Council's decision making processes are open, transparent, corruption resistant and based on sound integrated planning

Strategy G1a – Develop and maintain a framework of plans and policies that ensures open and transparent Council operations

AUTHOR: **Paul Spye**

DEPARTMENT: **Governance & Integrated Planning**

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Council iPad Usage Policy

1. Introduction

Waverley Council recognises the need to embrace new technologies to improve the way business is conducted and contribute to improving the performance of council in meeting business objectives.

Mobile devices such as smart phones and tablets have become a common and cost effective tool for information management and communication. As well as providing mobile devices to Councillors, executives and authorised staff, there is also an increasing interest in personally owned devices also being used in the council business environment.

This policy has been developed to cover the management and operation of iPads provided to Councillors and relevant staff to replace the traditional hard copy agendas and minutes previously supplied by the Council for the operation of its meetings. Waverley Council has introduced a business process and supporting software to allow authorised staff and stakeholders to access selected council documents and store/access such information on Mobile devices such as an iPad or iPhone.

This policy aims to ensure proper usage of these Council issued devices.



Tony Reed
General Manager

2. Objectives of the Policy

The objectives of the Council iPad Usage Policy are:

- To allow for the movement of the production of Council agendas and minutes away from the current hardcopy printed format to an electronic version which can be accessed by councillors through an iPad
- To set out the parameters for the use of these iPads by Councillors and relevant officers
- To ensure that users understand that these devices remain Council property and that if they are used for purposes other than accessing Council agendas, minutes and associated documents then they come under the auspices of the Councillor Expenses & Facilities Policy

3. What is Probity?

‘Probity’ means using honesty, integrity, uprightness, ethical conduct and propriety in dealings.’¹

The underlying principles of probity are:

- Procedural fairness and integrity
- Objectivity and independence of decision-making
- Confidentiality, and
- Accountability

The Commonwealth Government and each of the States have enacted rules to ensure that these principles are complied with. Waverley Council is committed to ensuring probity in all its dealings relating to its property portfolio.

4. Expected Behaviours

¹ ‘Conduct unbecoming: Probity codes in tendering processes, Public Infrastructure Bulletin, Volume 1, Issue 2, Sept 2003, p.5

The NSW Government has developed a Code of Practice for Procurement which sets out the expected behaviours. The NSW State Government Code of Practice for Procurement² sets out standards of behaviour expected of all parties. Waverley Council believes these behaviours equally apply to broader business transactions undertaken by public entities and as such are required in respect of parties involved in the acquisition and leasing of Council's properties. Council believes these expected behaviours will ensure probity in any dealings relating to the acquiring and leasing of Council property. These expected behaviour standards are:

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| <ul style="list-style-type: none"> • Honesty and fairness | <p>Parties will conduct all business relationships with honesty and fairness</p> |
| <ul style="list-style-type: none"> • Accountability and Transparency | <p>The process of awarding contracts will be open, clear and defensible</p> |
| <ul style="list-style-type: none"> • No conflict of interest | <p>A party with a potential conflict of interest will declare and address that interest as soon as the conflict is known to that party</p> |
| <ul style="list-style-type: none"> • No Anti-Competitive practices | <p>Parties shall not engage in practices that are anti-competitive</p> |
| <ul style="list-style-type: none"> • No improper advantage | <p>Parties shall not engage in practices that aim to give a party an improper advantage over another</p> |
| <ul style="list-style-type: none"> • Intention to proceed | <p>Parties will not seek or submit tenders without a firm intention and capacity to proceed with a contract</p> |
| <ul style="list-style-type: none"> • Co-operation | <p>Parties will maintain business relationships based on open and effective communication, respect and trust, and adopt a non-adversarial approach to dispute resolution</p> |

All applicants seeking to acquire or lease Council property will be made aware of these expected behaviours which will apply to both themselves and to the council staff they are dealing with.

² NSW Code of Practice for Procurement, January 2005

5. The Process of Acquiring and Leasing of Council Property

When a person or company wishes to acquire or lease Waverley Council property their first point of contact is to always be through the office of the Divisional Manager Business, Services & Property.

The Divisional Manager BSP or his staff will advise the applicant of the procedure required to be followed when applying to acquire or lease Council property.

The procedure will detail the following:

1. A non-refundable application fee is payable to Council prior to any action being taken for Council to consider the matter. This fee will be adjusted on an annual basis to reflect CPI increases and will be set out in Council's Procedure for Acquiring and Leasing council Property.
2. The applicant will be made aware that Council may require the engagement of solicitors to provide legal advice and assist with the processing of the matter on its behalf. Applicants will be required to cover the cost of this work.
3. If a proposal requires any advertising for public comment the applicant will be responsible for any fees arising from this.
4. The cost of any surveys required to process the application will be borne by the applicant.
5. Any fees payable to the State Government and valuation fees will be borne by the applicant.
6. The applicant will be responsible for any GST arising from these above costs
7. The applicant will be made aware that Council will engage a registered Valuer to assist in determining the value of the subject property and the applicant will be responsible for paying the assessed value/rent if they wish to proceed with either acquiring or leasing it.

6. Attachments

Attachment 1: Procedure for the Acquiring and Leasing of council Property