



GENERAL POLICY

Information Management - paperless meetings (i-pads)



2017

Mapoon Aboriginal Shire Council
30 Main St, Mapoon, Qld 4874

INTENT Paperless meeting - I-pads and other information storage devices

SCOPE This policy seeks to cover the use of I-pad and other tools during council meetings.

This tool must be used in conjunction with the other tools provided by the council - computer and server access.

- POLICY OBJECTIVES**
- Minimise costs associated with council meetings - paper based records
 - Support council's information coordination, presentation and ensure informed decisions can be achieved on matters of community significance
 - Manage council work tools
 - Information stored on this tools will managed in accordance with the provisions spelt out in **section 171** of the Local Government Act 2009

POLICY I-Pad allocation

Each councillor will be provided with an I-pad for the purpose of reading council reports at council meetings.

The tool allocation is not covered under the remuneration tribunal allowance, and therefore must remain at the council after the council meetings or when not being used as part of a council meeting preparation/meeting.

The following additional features will apply for the Mayor and CEO

The Mayor and CEO will be provided with I-pads which have the following capabilities -

- Roaming - attachments to ensure access to emails and current reports
- Additional storage capacity
- Power chords
- Protection cover/case

Distribution

I-pads will be allocated to each councillor at the following times:

- Prior to briefing meetings
- Before council ordinary meeting
- Other times as required by councillors or as approved by CEO

All I-pads must be returned to the CEO at the end of each meeting. This action will ensure the tools are regularly updated and charged for the next use.

General access to the I-pads will be permissible during normal working hours. As a safe guard, these items will be secured on premises at the council.

Content

Each i-pad will contain PDF copies of **all** council strategic documents:

Operational:

- Meeting reports (merged format)
- MASC Policies information
- Annual reports
- Operational Plans
- Guideline for councillors asking for employee advice (Advice Guidelines)

Strategic documents:

- Annual Budget
- Local Laws
- Community Plans
- Corporate Plans
- Planning Scheme
- Long Term Asset Management Plan
- Long Term Financial Plan

Other resources:

- Resources from LGAQ
- Copies of legislation (e.g. Local government Act 2009)

Non-work related content is discouraged. Approval for adding content to i-pads must be sourced from CEO before any item is committed to memory.

Updated versions of all policies and reports will appear when changes have been endorsed by the council.

**BREACH OF
POLICY**

Confidentiality provisions apply. Breach of the policy will be managed in accordance with council procedures and provisions as set out in the Local Government Act 2009.

Manager Responsible for Review:	CEO
Originally Adopted:	11/2012
Currently Adopted:	20/6/17
Due For Revision:	30/06/2020
Revoked/Superseded:	