

**5.5.3 Tablet Computers for Council Meetings Members**

<b>Ward:</b>	All	<b>Date:</b>	20 December 2015
<b>Precinct:</b>	Both	<b>File Ref:</b>	SC1689
<b>Attachments:</b>	-		
<b>Tabled Items:</b>	-		
<b>Reporting Officer:</b>	J Paton, Director Corporate Services		
<b>Responsible Officer:</b>	Len Kosova, Chief Executive Officer		

**OFFICER RECOMMENDATION:**

That Council:

1. **APPROVES** the provision of tablet devices to Council Members for official use by Council Members in accordance with clause 3.1(e) of Policy No. 4.2.7 'Council Members – Allowances, Fees and Reimbursement of Expenses'; and
2. **APPROVES BY ABSOLUTE MAJORITY**, in accordance with Section 6.8(1) of the *Local Government Act 1995*, the purchase of nine iPad **Pro 32GB Air 2 (Wi-Fi only)** devices with keyboard case at an estimated cost of ~~\$7,461~~ **\$12,105** to be funded from the Electronic Equipment Reserve.

**PURPOSE OF REPORT:**

To consider the purchase of new iPad tablet devices for Council Members to meet business requirements and enable the Council Members to fulfil their official role.

**BACKGROUND:**

At the Ordinary Meeting of Council on 28 June 2011, the following Notice of Motion submitted by Cr Topelberg was adopted.

*"That the Council REQUESTS:*

- (i) *the Chief Executive Officer to investigate the purchase of tablet computers for Executive Officers, Development Services (shared) and Elected Members to provide an alternative to hard copy documentation, meeting agendas, and minutes. The investigation should include but not be limited to:*
  - (a) *examining the advantages and disadvantages associated with this technology;*
  - (b) *analysis of the potential impact on paper, printing and photocopying costs;*
  - (c) *examining adoption of similar technologies in other local governments;*
  - (d) *cost of purchase, configuration and maintenance; and*
- (ii) *a report be submitted to the Council no later than September 2011, with a view to implementing the program immediately after the October election if approved."*

Following investigation, a report was presented to the Ordinary Meeting of Council on 27 September 2011. The report outlined potential benefits from the use of tablet devices associated with the printing and distribution of Council Agendas and Minutes. It was noted at the time that the number of Agendas and Minutes required to be produced in hardcopy would reduce from 31 and 15 to 18 and 6 respectively.

As a result, the following direct benefits were anticipated from the reduction:

- Cost savings (toner, paper, Administration)
- Reduced administration (photocopying time)
- Green sustainability implications (Reduced paper usage)
- Remove the requirement to deliver the Council Agenda to Council Members

Following consideration, Council resolved:

*"That the Council;*

1. *RECEIVES the report on the investigation into the use of tablet computers for Council Meeting Agendas and Minutes;*
2. *APPROVES IN PRINCIPLE the implementation of the tablet computers for Council Meeting Agendas and Minutes for a trial period of six (6) months commencing in early 2012;*
3. *APPROVES BY AN ABSOLUTE MAJORITY to AUTHORISE the Chief Executive Officer to purchase thirteen (13) tablet computers, at the appropriate time, which are to be funded from the Electronic Equipment Reserve; and*
4. *REQUESTS the Chief Executive Officer to:*
  - 4.1 *further investigate the training and implementation aspects of the electronic version of the Council Meeting system, with the aim to commence from the first Council Meeting in 2012; and*
  - 4.2 *provide a further report to the Council at the end of the trial period."*

**DETAILS:**

The City's Elected Members, Chief Executive Officer and Directors have been using 'iPad' tablet devices for Council meeting agendas and minutes since February 2012. In conjunction with the iPads, the City introduced 'Docs On Tap', which is a web application to manage the distribution of agendas, minutes and other documents to tablet devices of authorised users, with an automated synchronisation process.

The initial supply of 3G enabled iPads were purchased by the City and issued to Council Members, essentially whilst the functionality was being trialled. Following the 2013 local government elections, the newly elected Council Members purchased their own tablet devices.

The use of iPads appears to meet the business requirements of Council and therefore, with the most recent local government elections resulting in three new Councillors and given the age of the original iPads, it is appropriate to standardise the provision of iPads for all Council Members.

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Council Policy No. 4.2.7 'Council Members – Allowances, Fees and Reimbursement of Expenses' includes clause 3, which generally deals with the provision of an Information and Communication Technology (ICT) allowance, which is a prescribed allowance under the Local Government Act 1995 and includes the following provision:

- (e) *This Allowance is in addition to any laptop, tablet and/or printer which is approved by the Council to enable the Council Member to fulfil their role. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. Consumables for this equipment, such as paper and ink cartridges will also be paid by the City. The City will retain ownership of any equipment provided under this clause.*

As the iPads have been introduced to meet a specific business requirement, it is appropriate for the devices to be provided and maintained by the City. This will ensure consistency of technology and appropriate security arrangements are maintained. In terms of the standard required to meet the City's business requirements, the following model/specification is proposed:

- iPad Air-2 Pro Wi-Fi 32GB

The City's business needs can be met adequately with a Wi-Fi device, recognising that Council Members are provided an ICT allowance that covers the provision of their personal/home internet connection. In addition, Wi-Fi connection is available at the Civic Centre and within the Council Chambers to support Council Members.

It is noted that Apple has announced the release of the new iPad Pro (~~November release~~). Whilst there are performance improvements over the earlier iPad Air, the most significant difference in the iPad Pro is in the screen size of the unit, which is a 12.9 inch compared to 9.7 inch for the iPad Air. Whilst the unit is heavier (723 grams compared to 444 grams) the additional screen size is considered to be a distinct advantage in viewing the types of attachments and plans that are regularly included in Council agenda papers. It is also proposed that the IPADS be provided with a keyboard case, to improve use and protection.

#### **CONSULTATION/ADVERTISING:**

Not Applicable.

#### **LEGAL/POLICY:**

##### **Policy No. 1.2.9 Sustainable Use of Paper, Printing and Office Products**

The use of iPads is consistent with clause 1.1 of the Policy Statement, which states:

1. The City of Vincent shall incorporate sustainable practices in its procurement, use and disposal of all paper, printing and office products and consumables. Sustainable practices include, but are not limited to:
  - 1.1 reducing paper consumption;

##### **Policy No. 4.2.7 Council Members – Allowances, Fees and Reimbursement of Expenses**

#### **3. INFORMATION AND COMMUNICATION TECHNOLOGY ALLOWANCE ("ICT")**

##### **3.1 "ICT expenses" means –**

- "(a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
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- (b) *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;”*
- (a) The Council will pay all Council Members an annual Information and Communications Technology Allowance to the maximum amount within the prescribed legislated limit of the *Local Government (Administration) Regulations 1996* – Regulation 31 (1) (a) and 32 (1). This ICT Allowance is an Allowance in lieu of reimbursement of expenses. This Allowance covers the expenses incurred by Council Members in performing a function under the express authority of the Council or in performing a function in the Council Members official capacity.
- (b) The annual ICT Allowance is for all costs relating to:
1. telephone usage (including purchase, rental, plans/contracts and/or payments);
  2. line rental;
  3. call and service charges;
  4. costs for installation of an additional line (if required by the Council Member);
  5. purchase of facsimile machines;
  6. purchase of mobile phones, (and any replacements) and extra telephone lines or call costs;
  7. maintenance, servicing and replacement of any telecommunication equipment; and
  8. all consumables associated with Telecommunication equipment/facilities use whilst performing the functions as a Council Member.
  9. computers, laptops and associated printers (purchase or lease);
  10. internet connection, hardware (purchase or lease), associated service charges, costs of usage including downloads relating to Council business;
  11. maintenance, servicing and replacement of any information technology equipment;
  12. any additional software; and
  13. all consumables associated with Information Technology equipment/facilities use whilst performing the functions as a Council Member, including but not limited to paper and ink cartridges.
- (c) In recognition of possible capital costs associated with ICT expenses, payment will be made as follows:
- 50% to be paid in the month of October; and
  - 50% to be paid in the month of April.
- (d) Any claims by Council Members for expenses incurred over the maximum annual ICT Allowance detailed in clause (a) above are to be submitted on the Reimbursement of Expenses Form. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed. Where a Council Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (e) This Allowance is in addition to any laptop, tablet and/or printer which is approved by the Council to enable the Council Member to fulfil their role. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. Consumables for this equipment, such as paper and ink cartridges will also be paid by the City. The City will retain ownership of any equipment provided under this clause.
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The level of Allowances is determined by the Salaries and Allowances Tribunal, in accordance with the *Salaries and Allowances Act 1975* section 7B. In June 2015, the Tribunal released its determination, which included:

*“For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.”*

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** The iPads will be listed on the City's asset register and will be equipped with sufficient security measures to minimise any risks.

**STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 includes the following objectives:

*“1.1.3 Take action to reduce the City's environmental impacts and provide leadership on environmental matters.*

*(a) Regularly review, update and implement the Sustainable Environment Strategy 2011-2016 and ensure the City acts in an environmentally sustainable manner in all of its operations.*

*4.3.1 Enhance knowledge management and promote technology opportunities to improve the City's business communications, security and sustainability”*

**SUSTAINABILITY IMPLICATIONS:**

As referenced earlier in relation to Policy No. 1.2.9

**FINANCIAL/BUDGET IMPLICATIONS:**

The distribution of Council Agenda/Minutes via electronic means has previously been estimated to provide potential cost savings in the order of \$6,000 annually.

The estimated cost for the purchase of the iPads is as follows:

- ~~\$829~~ \$1,345 x 9 = ~~\$7,464~~ \$12,105 (GST Excluded)

<u>IPAD</u>	<u>\$1136</u>
<u>Keyboard/Case</u>	<u>\$209</u>
<u>9 units</u>	<u>\$1,345 (GST Excluded)</u>
	<u>\$12,105 (GST Excluded)</u>

There are no funds listed on the 2015/16 Budget for the purchase of the iPads, however funds are available in the Electronic Equipment Reserve to cover this expense.

**COMMENTS:**

The use of iPads is an efficient method of distributing Council agendas, minutes and other official documents to Council Members. Given the iPads meet a business requirement, it is appropriate for them to be supplied and maintained by the City.

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