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## ELECTED MEMBERS POLICIES

### Provision of IT Equipment for Councillors



Policy Number:	E10
Relevant Delegation:	Not Applicable
Adoption Details:	26 October 2021
Last Review Details:	NEW

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#### **POLICY OBJECTIVE:**

1. To provide clear guidance on the issuing and acceptable use of Shire owned information technology by Councillors.
2. To ensure the guidelines relating to the provision of information technology are applied consistently.

#### **POLICY SCOPE:**

This policy applies to all Councillors.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

The Shire of York will supply suitable information technology equipment (ie a iPad, a tablet or a laptop) to each Councillor which includes a keyboard and pencil (to a total value of \$2,000) that provides sufficient capacity for Councillors to fulfil their role. Apps, antivirus software and/or any other program considered necessary by the Chief Executive Officer will be preloaded sufficient for the Councillor to fulfil their role.

Councillors are provided an ICT Allowance in accordance with the Salaries and Allowances Tribunal Determinations. The ICT Allowance is to cover expenses as prescribed in Section 5.99A of the *Local Government Act 1995* and any other expenses that relate to information and communications technology (ie call charges, printer consumables and internet service provider fees). The ICT Allowance is in addition to the Shire providing the suitable information technology equipment (ie a iPad, a tablet or a laptop, keyboard and pencil). The ICT Allowance covers the cost of a suitable data plan (SIM card) to enable the Councillor to access their Council email address, calendar, agendas, minutes, reports and documents outside a Wi-Fi environment.

Councillors will be provided with the Shire's Wi-Fi network password for use within the Council Chambers environs on the condition that it is used for Council-related work only. Under no circumstances is the Wi-Fi password to be disclosed to any other person or party.

The Shire retains ownership of all equipment installed under this Policy during the Councillor's term of office.

#### **TERMS AND CONDITIONS**

1. The equipment may be used for private use in terms of accessing emails, downloading music/films/books/apps, utilising the camera feature etc, however this information must be removed at the Councillor's expense when the equipment is returned to the Shire and all costs associated with having personal information on the equipment is at the expense of the Councillor.
  2. Should a Councillor utilise more than the data allowance they can upgrade to a larger data plan at the Councillor's expense.
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3. Any excess data fees will be invoiced to the Councillor.
  4. The equipment must not be used to access any information, applications or videos that are deemed inappropriate or illegal.
  5. If the equipment is lost or stolen it must be reported to the Chief Executive Officer immediately for steps to be taken to ensure the privacy of Council information and documents on the device and in the cloud is not compromised.
  6. If the equipment is lost or stolen, depending on the circumstances Council or the Chief Executive Officer may determine that the Councillor is liable for the replacement or repairs.
  7. Any queries related to the non-operation or malfunctioning of the equipment are to be directed to the Council & Executive Support Officer. Under no circumstances is a Councillor to undertake repairs or maintenance to the equipment themselves without the prior authorisation of the Chief Executive Officer.
  8. Unless the need for maintenance arises from the use of an app or document which is not Council related, the Shire will cover the cost of the maintenance and repair. If the costs of maintenance or repair relate to a Councillor's personal information those costs will be invoiced to the Councillor.
  9. The equipment is to be backed up regularly, and certainly prior to any software update. Councillors will be responsible for establishing their own iTunes, Google Store or other such account to do this if they do not already have one.
  10. The Councillor will be responsible for ensuring the equipment is updated as and when required, using their relevant account as mentioned above.
  11. During the Councillor's term of office the equipment will be covered under the Shire's insurance policies.
  12. Councillors who retire or are not returned to Council after serving at least one full term will be entitled to retain the equipment in recognition of their service to the community. The written down value of the equipment gifted to each Councillor shall not exceed \$100 per year of service, to a maximum of \$1,000.
  13. During an election period in accordance with clause 17 of Policy E1 – Code of Conduct – Council Members, Committee Members and Candidates, should the Councillor be eligible to nominate as a candidate, the equipment and the Councillor's email address is not to be used for electoral campaigning purposes as the equipment and email addresses from the @york.wa.gov.au domain are local government property and services provided and paid for by the local government. To do so would be a minor breach of the Code of Conduct which results in notification to the Standards Panel and is dealt with under Section 5.110 of the *Local Government Act 1995*.
  14. All electronic communications related to the Councillor's role as an elected member must be sent using the Shire's official signature block from the @york.wa.gov.au domain.
  15. All equipment will be renewed four years after their date of purchase.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

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Responsible Officer: Chief Executive Officer  
Contact Officer: Council & Executive Support Officer  
Relevant Legislation: Not applicable

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
26 October 2021	061021
<b>Former Policy No:</b>	

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