



Tiwi Islands Regional Council

Title: Elected Members and Local Authority Chairs ICT Support Policy

Policy No: 020

Adopted By: Council

Next Review Date: August 2016

Responsibility: Chief Executive Officer

InfoXpert Document Number: 164959

Version	Decision Number	Adoption Date	History
1	Resolution 4 of 24-08-15	24 August 2015	Original document

1 Policy Summary

This policy outlines the Information Technology package for Council's Elected Members and Chairs of Local Authorities. The policy details the Information Technology package of hardware equipment, software and technical support provided by Council. It also outlines the members and Chairs responsibilities to Council and to the financial maintenance of their ICT equipment.

2 Policy Objectives

The Council's policy on ICT support is based on the following principles and objectives:

- The Council seeks to provide IT support to Elected Members to assist them in the performance of their functions and duties pursuant to Section 35 of *Local Government Act*.
- The Council wishes to determine, at the start of each financial year and at the start of each elected term, the ICT package supplied to members and chairs, and the responsibilities of members and chairs in the maintenance and ongoing financial support of this ICT package.

3 Background

Council has provided an ICT support package to Councillors and has encountered problems with the billing of additional costs, the billing of replacement phones or chargers and the repair of damaged equipment. This policy reduces costs to the organization in continually replacing equipment on an on-call basis. It also removes the issue of booking up any ICT costs against Councillor allowances and the organisation carrying debts.

4 Policy Statement

4.1 Council will provide an ICT package, including a mobile phone, a mobile phone account, an iPad, a data account with the iPad, an email address and ICT support, to the value of, on commencement of Council term, \$3,000, and thereafter, at the beginning of each subsequent term year, a maintenance amount of \$2,000.

4.2 The iPad will be expected to last for the four years of the Council or Local Authority term. A new basic smart mobile phone may be supplied each year (if required or if requested). If Councillors and Local Authority Chairpersons want a more expensive mobile phone, they will be expected to supply this at their own cost. There will be no reimbursement of the cost of a more expensive mobile as the existing Council mobile phone (equivalent value \$ 250.00) will be held in reserve.

4.3 ICT support will be provided to Councillors and Local Authority Chairpersons by Council during working hours (8 am to 4:30 pm, Monday to Friday). This includes but is not limited to assistance with configuration, settings, software updates, email and connectivity for iPads and mobile phones.

4.4 Any additional costs, such as replacement iPads or mobile phones beyond the ICT package, replacement of lost accessories or repair of broken or damaged ICT equipment will be sourced and paid for entirely by the members or chairs. The member or chair will manage the replacement or repair of the equipment.

4.5 If a member or chair does not complete their term, all ICT equipment must be returned to Council. Any equipment not returned, returned incomplete or damaged will be paid for by the member or local authority chair.

4.6 If a member or chair does not complete their term and wishes to purchase any of their ICT equipment, it can be sold by Council to the member or chair at current market values for the replacement of that equipment for the next member or chair.



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4.7 At the end of the term the Councillor retains all ICT equipment issued under the ICT package.

4.8 Each member or chair will be required to sign anew usage agreement which is binding on both Council and the user. This usage agreement clarifies the responsibilities of both parties and should streamline the administration of the ICT Support Policy.

5 Evaluation and Review

As this is a new policy it will have an interim review after 12 months from Council approval based on actual costs and Councillor / LA Chair take-up.