



Tiwi Islands Regional Council

Title: Elected Members ICT and Support Policy
Policy No: 020
Adopted By: Council
Next Review Date: February 2020
Responsibility: Chief Executive Officer
InfoXpert Document Number: 215294

Version	Decision Number	Adoption Date	History
1	Resolution 4 of 24-08-2015	24 August 2015	Doc ID: 164959
2	Resolution 6 of 28-02-2018	28 February 2018	Doc ID: 215294

1 Policy Summary

This policy outlines the Information Technology package for Council's Elected Members. The policy details the Information Technology package of hardware equipment, software and technical support provided by Council. It also outlines the members' 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 elected term, the ICT package supplied to members, and the responsibilities of members in the maintenance and ongoing financial support of this ICT package.

3 Background

Council has provided an ICT support package to previous Councils 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 organisation 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

4.1.1 In order to ensure Elected Members have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with the following for official use in their role as elected members:

- A TIRC email;
- A basic mobile handset and a mobile phone account. A replacement handset may be supplied every 2 years;
- Elected Members may choose to receive a tablet and data account for a contribution of \$25.00 per fortnight by way of payroll deduction. This equipment is provided once only in a Council term and will become the property of the elected Member at the expiry of the Council term.

Should an Elected Member wish to have a different model to the standard TIRC ICT equipment above, it will be provided by the member at their own cost.

4.1.2 Each member will be required to sign a usage agreement for the equipment 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. Any unauthorized usage, detailed in the usage agreement, will result in the return of the equipment to the Council.

4.1.3 ICT support will be provided on a 'return to Council' basis during working hours (8:00 am to 4:36 pm, Monday to Friday), with Council IT support staff not being responsible to attend private residences. Support includes, but is not limited to, assistance with configuration, settings, software updates, email and connectivity for tablets and mobile phones.

4.1.4 Any additional costs, such as replacement or repairs to damaged equipment and excess usage charges, will be paid for entirely by the member. Council can manage the replacement or repair of the equipment.

4.1.5 All TIRC issued ICT equipment remains the property of TIRC. When an individual ceases to be an elected member they must return all TIRC issued ICT equipment in an undamaged condition with the exception for tablets in 4.1.1 above. Any equipment not returned, returned incomplete or damaged will be paid for by the member.

5 Evaluation and Review

This policy will have an interim review after 12 months from Council approval based on actual costs and Councillor take-up.