

Council Member ICT Policy

Objectives

The objectives of this policy are:

- (a) To provide Council Members with an appropriate ICT allowance, pursuant to section 5.99A of the *Local Government Act 1995*, regulation 31 of the *Local Government (Administration) Regulations 1996* and the annual Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members (SAT Determination); and
- (b) To ensure Council Members are able to effectively fulfil their role.

Scope

Town of Bassendean Council Members.

Policy Statement

1. Annual ICT Allowance

- 1.1. A Council Member is entitled to paid an annual allowance for ICT expenses in accordance with the SAT Determination, in lieu of reimbursement of actual expenses. The annual ICT Allowance will be paid quarterly in arrears.
- 1.2. The ICT Allowance covers the expenses incurred by Council Members in performing a function under the express authority of the Town or in performing a function in the Council Member's official capacity for:
 - mobile phone call charges and data;
 - telephone rental and call charges;
 - internet connection and service provider fees;
 - printer/scanner; and
 - print consumables.

- 1.3. The Town will pay all Council Members an annual ICT Allowance equal to 80% of the maximum allowance under the SAT Determination.
- 1.4. The Town will reimburse Council Members for reasonable ICT expenses incurred in excess of the annual ICT allowance up to the maximum allowance under the SAT Determination, on production of documentation verifying the expenses.

Note: the annual Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members clearly outlines at 9.1 General (4) 'with respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.'

2. Provision of ICT Equipment for Council Members

- 2.1. The Town will provide Council Members with one laptop device and large screen monitor for Council business, including the electronic distribution of agendas, minutes and other Council documents, email communication and for researching information through the internet.
- 2.2. In line with the Town's commitment to sustainability and the environment, Council Members will receive and view information electronically, use the Town provided laptop in lieu of paper documents for attendance at meetings, and utilise their Town email address for carrying out Council duties.
- 2.3. Reasonable personal use of the Town-provided laptop will be permitted; however, the device shall not be used for business or commercial purposes.
- 2.4. At their own expense, Council Members may 'bring their own device', subject to it complying with the Town's cybersecurity controls, including the requirement that the operating system of the device is appropriately updated and patched, the device does not have any detected malware/malicious code installed, and is enrolled into the Town's security platform.

3. Maintenance of ICT Equipment

- 3.1. The Town will provide maintenance and support for ICT equipment which has been provided to Council Members unless the need for maintenance arises from the use of software that has not been installed by or with the permission of the Town.
- 3.2. Should Town provided ICT equipment require repair or replacement, it must be returned to the Town prior to staff organising its repair/replacement.
- 3.3. The Town will not provide maintenance or support for ICT equipment that has not been supplied by the Town.

4. Replacement and Retention

- 4.1. ICT equipment provided by the Town remains the property of the Town and will be replaced in line with the Town's ICT Equipment lifecycle.
- 4.2. A Council Member leaving their position may purchase the Town-provided laptop and/or monitor at market value, as determined by the Director Corporate Services.

5 Software

- 5.1 Town provided laptops will be pre-installed with software required to undertake Council Member duties, including:
 - 5.1.1 Microsoft Outlook for use with Councillor Town of Bassendean email address;
 - 5.1.2 Microsoft Office suite (Word, Excel etc);
 - 5.1.3 Anti-virus/anti-malware protection; and
 - 5.1.4 Other software as required.

6 Information Technology Training for Council Members

6.1 Appropriate training will be provided to assist Council Members in the effective and efficient use of Town provided ICT equipment and software.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	September 2021 (OCM 12/9/21) Reviewed May 2024 (OCM 28/05/24)	Decision Maker:	Council
Review Date:	May 2026	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

