



## Councillor ICT Policy

### Policy Objective

The objectives of this policy are:

- (a) To provide elected members with an appropriate ICT allowance, pursuant to section 5.99A of the *Local Government Act 1995* and regulation 31 of the *Local Government (Administration) Regulations 1996*; and
- (b) To set out the additional ICT entitlements of elected members to ensure they are able to effectively fulfil their role.

### Policy Scope

Town of Bassendean elected members.

### Policy Statement

#### 1. Annual ICT Allowance

- 1.1. An elected member is entitled to an annual allowance for telecommunications expenses in accordance with the annual determination of the Salaries and Allowances Tribunal. The ICT Allowance is an allowance in lieu of reimbursement of actual expenses, and will be paid quarterly in arrears.
- 1.2. The ICT Allowance covers the expenses incurred by elected members in performing a function under the express authority of the Town or in performing a function in the elected 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 elected members an annual ICT allowance equal to the maximum allowance under the Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members.
- 1.4. The Town will reimburse elected members for reasonable ICT expenses incurred in excess of the allowance, on production of documentation verifying the expense.

## **2. Provision of ICT Equipment for Councillors**

- 2.1. The Town will provide elected 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, elected 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 Councillor 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, elected 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.
- 2.5. Elected members may securely access the Town's Councillor portal (once operational) and the Town's Office365 platform using personal devices with multi-factor authentication, however confidential Council documents should not be downloaded from these portals onto a non-Town of Bassendean device (such as a personal or work mobile phone).

## **3. Maintenance of ICT Equipment**

- 3.1. The Town will provide maintenance and support for ICT equipment which has been provided to elected 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. An elected member leaving their position at the expiry of a full term may purchase their Town-provided laptop and/or monitor and retain it for their own use. The purchase price will be the greater of the written down book value or \$250 for the laptop, or \$100 for the monitor.

## **5 Software**

- 5.1 Town provided laptops will be pre-installed with software required to undertake Councillor 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, such as access to a Councillor portal.

## 6 Information Technology Training for Councillors

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

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
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<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995</i>		