



# COUNCIL POLICY

## Elected Members Use of Council Supplied Electronic Equipment

<b>Policy Number:</b>	PO088		
<b>Strategic Plan Objective:</b>	5. Responsible Governance and Leadership		
<b>Policy Owner:</b>	Director Corporate & Community Services	<b>Record Number:</b>	16/6371[v7]
<b>Responsible Officer:</b>	Leader Systems & Technology	<b>Minute Reference:</b>	061/2024 (13/03/2024)
<b>Date Adopted:</b>	13/03/2024	<b>Next Review Date:</b>	March 2026

### 1. POLICY OBJECTIVES

The Yorke Peninsula Council will provide Elected Members with facilities and support (pursuant to Section 78 of the Local Government Act 1999) in the form of Information Technology Services and Equipment which is intended to:

- facilitate electronic communications with key stakeholders
- enable effective and efficient communication between staff of the Yorke Peninsula Council, Elected Members and members of the community
- enable informed decision-making
- enable Elected Members to perform their role effectively and efficiently
- increase productivity in the provision of services to the Yorke Peninsula Council community

### 2. SCOPE

This policy applies to the Elected Members of Yorke Peninsula Council.

### 3. DEFINITIONS

Refer to Attachment 1.

### 4. POLICY STATEMENT

Elected Members will be provided with Information Technology Services and Equipment for the duration of their term of office. These Information Technology Services and Equipment, determined by the Leader Systems and Technology (in consultation with the CEO), comprise:

- personal electronic devices and associated software
- electronic communications services, including email and internet access

- technical and maintenance support

#### **4.1 Provision of Information Technology Services and Equipment**

Information Technology Services and Equipment provided to an Elected Member remains the property of the Yorke Peninsula Council and, as such, are to be returned at the completion of the term of office of an Elected Member or upon request.

#### **4.2 Use of Information Technology Services and Equipment**

Elected Members' use of the provided Services and Equipment is to be in accordance with the following policies

PO123 Statutory - Code of Conduct for Council Members

PO152 Information Systems Acceptable Use Policy

PO153 Information Systems Access Control Policy

PO154 Password and Authentication Policy

#### **4.3 Maintenance of Information Technology Services and Equipment**

Access to the provided Services and Equipment may be required by Council IT staff every six (6) months or as requested, to ensure optimal functionality and that adequate access controls are in place.

### **5. COMPLAINTS**

Complaints under this policy must be in writing to the CEO (including any person acting in the office of CEO) and will be managed in accordance with the Process for Managing Complaints and Breaches under the Code of Conduct for Elected Members.

### **6. REVIEW**

This policy will be reviewed biennially of the release of this policy and as necessary in consideration of any changes to technology, legislation and relevant standards, codes and guidelines.

### **7. TRAINING**

Elected Members are provided with appropriate training to enable them to meet the requirements of this policy. Training needs will be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

### **8. RECORDS**

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

### **9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS**

PO015 Code of Practice for Access to Council and Committee Meetings

PO063 Records Management

PO089 Elected Member Allowances and Benefits Policy

PO135 Elected Members Training and Development Policy

PO123 Statutory - Code of Conduct for Council Members

PO152 Information Systems Acceptable Use Policy

PO153 Information Systems Access Control Policy

PO154 Password and Authentication Policy

PFC123 Process for Managing Complaints and Breaches under the Code of Conduct for Elected Members

## **10. REFERENCES AND LEGISLATION**

Local Government Act 1999

Local Government (Member's Allowances and Benefits Regulations) 2010

Freedom of Information Act 1991

## **11. COUNCIL DELEGATION**

Any applicable delegations are available on Councils website via the Delegations register via <https://yorke.sa.gov.au/about-us/forms-plans-and-publications/registers/>

## **12. VERSION HISTORY**

<b>Version No</b>	<b>Issue Date</b>	<b>Description of Change</b>
2	02/11/2003	Minor Revision.
3	13/07/2016	Minor Revision.
4	10/03/2021	Minor Revision.
5	29/09/2021	Minor Revision.
6	21/09/2022	Minor Revision
7	19/02/2024	Minor Revision

**ATTACHMENT 1: DEFINITIONS**

<b>Term/Reference</b>	<b>Definition</b>
CEO	Chief Executive Officer
Email	A service that enables people to exchange documents or messages in electronic form where messages are sent and received using computer technology.
Internet	A global research, information and communication network providing services such as file transfer and electronic mail.
Electronic Device	A device such as a laptop or tablet used to run software systems used for communication and the manipulation and interpretation of data.