



COUNCIL POLICY

Elected Members Use of Council Supplied Electronic Equipment

Policy Number:	PO088		
Strategic Plan Objective	5 Responsible Governance 5.2 Effective Leadership and informed decision making 5.5 Undertake effective risk management		
Policy Owner:	Director Corporate & Community Services	File Number:	SC16/1482
Responsible Officer:	Leader Systems and Technology	Minute Reference:	130/2016 (13/07/2016)
Date Adopted:	13/07/2016	Next Review Date:	May 2019

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, other Elected Members and members of the community
- achieve 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

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. Each person has a designated mailbox that stores messages sent by other users. You may retrieve, read and forward or re-transmit messages from your mailbox.
Internet	A global research, information and communication network providing services such as file transfer and electronic mail.
Computing Device	A device such as a laptop or tablet used to run software systems used for communication and the manipulation and interpretation of data.

4. POLICY STATEMENT

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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:

- a personal computing device 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.

Information Technology Services and Equipment are provided for the purpose of improving productivity related to Council business and not for non-Council business activities.

Elected Members use of the provided Services and Equipment is to be in accordance with the PO 123 Statutory - Code of Conduct - Council Members.

The integrity of any personal use and or data on the provided systems and equipment is not guaranteed, nor is it the responsibility of Council staff to maintain or support use of the provided services and equipment other than as it pertains to Council business.

4.2 Email and Internet Access

Email and Internet services are provided to Elected Members to enable improved productivity in communication with Council staff, other Elected Members and other key stakeholders.

Elected Members are permitted to use the provided Internet and Email services for legitimate Council business.

In addition to use relating to Council business, Elected Members are permitted to use provided Internet and Email services for private purposes where such use is open, accountable and transparent. Private use of Internet and Email services must always be appropriate and lawful and not interfere with the Elected Members' capacity or ability to perform his or her Council functions and duties.

4.3 Authorised Access and Security

The Services and Equipment are provided to the Elected Member only and are protected by a user name and password specific to each Elected Member (credentials) which grants authorised personnel access to restricted systems. The credentials must not be shared or divulged to anyone, in order to protect the integrity of Council's information systems.

In the event that the credentials are compromised or suspected of being compromised all users of Council's information systems are required to inform the Council helpdesk as soon as possible via support@yorke.sa.gov.au or phone 08 8832 0000.

In the event that the equipment is required to be transported, all due care must be taken to ensure that it is not exposed to severe temperatures or the elements. In relation to transportation of the computing device, this must be undertaken via the carry case provided and at no time should any of the equipment be left in full view in an unattended vehicle or public space.

5. COMPLAINTS

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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 within 12 months of each periodic election and then every 3 years 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 annually as part of Council's Elected Member Training Plan and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

PO015 Code of Practice for Access to Council and Committee Meetings
PO063 Records Management Policy
PO089 Elected Members Facilities, Services and Expenses
PO135 Elected Members Training and Development Policy
PO123 Statutory - Code of Conduct - Council Members
PFC123 Process for Managing Complaints and Breaches under the Code of Conduct for Elected Members

9. REFERENCES AND LEGISLATION

Local Government Act 1999
Local Government (Member's Allowances and Benefits Regulations) 2010
Freedom of Information Act 1991

10. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate and Community Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Policy Guiding Elected Members use of Council supplied electronic equipment	PO088	02/11/2003	08/06/2010
Elected Members Use of Council supplied Electronic Equipment	PO088	13/07/2016	