

<b>POLICY NUMBER</b>	-	<b>1.15</b>
<b>POLICY SUBJECT</b>	-	<b>Elected Member Devices</b>

## **1. POLICY PURPOSE**

This policy outlines the devices that will be made available to Elected Members during their terms on Council and the processes for the management and return of these devices.

## **2. POLICY SCOPE**

This policy applies to all Elected Members of the Shire of Merredin (the Shire).

## **3. LEGISLATIVE REQUIREMENTS**

N/A

## **4. POLICY STATEMENT**

The Shire will provide necessary equipment to Elected Members to allow them to fulfil their roles.

### **4.1 Devices**

The Shire will provide either a tablet or laptop with necessary software installed for each Elected Member. Elected Members will be able to indicate their preferred device (being tablet or laptop) on commencement in the role and the Shire will endeavor to meet these requests where possible.

Devices provided will have sufficient capacity and be preloaded with necessary software/applications to enable Elected Members to fulfil their role.

### **4.2 Connectivity**

If required, devices provided will be equipped with a 5GB data plan (SIM card) to enable the Elected Member to access their Council email address, calendar, agendas, minutes, reports and documents outside of a Wi-Fi environment.

Should an Elected Member utilise more than the data allowance provided, they can upgrade to a larger data plan at their own expense. Any excess data fees (above the 5GB data allowance) incurred will be invoiced to the Elected Member.

Elected Members will be provided with the Shire's Wi-Fi network password for use within the Shire Administration building and Council Chambers, on the condition that it is used for Council-related work only. Under no circumstances is the Wi-Fi password to be disclosed to any other person or party.

### **4.3 Ownership**

The Shire retains ownership of all equipment provided under this Policy during the Elected Member's term of office.

If an Elected Member ceases their role or if the Shire owned equipment provided under this Policy becomes obsolete or malfunctions the following options will be available.

1. Elected Members may purchase the equipment from the Shire at its depreciated value on the condition that all Council related documents, apps and reports are removed from the device. Should an Elected Member wish to retain their device for their own use after

ceasing their role, the Elected Member will be responsible for all data costs and insurance coverage for the device.

2. Elected Members who do not wish to retain their device must return the equipment (including, but not limited to; devices, SIM cards, chargers, covers, bags) to the Shire within 14 days of either ceasing their role or replacement equipment being provided.

#### **4.4 Usage**

Elected Member devices may be used for private use in terms of accessing emails, downloading music/ films/ books/ applications/ software etc, however this information must be removed at the Elected Member's expense when the equipment is returned to the Shire.

All costs associated with having personal information on the device are at the expense of the Elected Member.

Devices must not be used to access any information, applications or videos that are deemed inappropriate or illegal.

If a device is lost or stolen it must be reported to the CEO immediately in order for steps to be taken to ensure the privacy of Council information and documents on the device and in the cloud is not compromised. The CEO may determine that the Elected Member is liable for the replacement or repairs, depending on the circumstances surrounding the occurrence.

Any queries related to the non-operation or malfunctioning of devices are to be directed to the CEO or Executive Officer. Under no circumstances is an Elected Member to undertake repairs or maintenance to the equipment themselves, without the prior authorisation of the CEO.

Unless the need for maintenance arises from the use of an app or document which is not Council related, the Shire will cover the cost of maintenance and repairs. If the costs of maintenance or repair relate to an Elected Member's personal information or usage, those costs will be invoiced to the Elected Member.

The Elected Member will be responsible for ensuring devices are updated as and when required. If an iPad has been allocated, the device must be backed up to the Elected Member's iTunes account regularly, especially prior to any software or IOS updates taking place. Elected Members will be responsible for establishing their own iTunes account if they do not already have one.

During the Elected Member's term of office, devices will be covered under the Shire's insurance policies.

#### **5. KEY POLICY DEFINITIONS**

N/A

#### **6. ROLES AND RESPONSIBILITIES**

The CEO is responsible for implementing this policy. Elected Members are required to adhere to all aspects of this policy.

#### **7. MONITOR AND REVIEW**

This policy will be reviewed every two years.

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Reviewer:	Governance Officer			
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Document Management				
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