

Purpose

The purpose of this Policy is to establish guidelines for the management and use of information technology (IT) devices issued to Council Members for use in their role as a Council Member of the Shire of Boddington (Shire).

Scope

This Policy applies to Shire of Boddington Council Members.

Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Management of Council Member Tablets".
Council Members	Includes all Councillors.

Policy Statement

- All Council Members are to be issued with an IT device for the purpose of managing agendas, minutes, and documentation related to their role.
- The IT devices remain the property of the Shire until time of disposal.
- Replacement devices are to be issued every four years, which is considered to be the maximum reliable life span. If a Council Member retires or is not re-elected within the four year period, they are to hand back the device for it to be reissued to the incoming Council Member.
- At the time of replacement, the Council Member who is in possession of the old device is to be given the option to purchase the old device for their own personal purposes. Any devices not purchased by the respective Council Members are to be retained for Council purposes.
- All software and applications installed on the devices are to be approved by the Shire's IT support provider before installation.
- The device is to be used for Council purposes only, and not in any way that may reflect badly on Council.
- All maintenance on the devices is the responsibility of the Shire and is to be performed only by its employees or appointed contractors. Council Members are to report maintenance and technical issues to the Chief Executive Officer who is to refer the matter for resolution.
- All devices are to be password protected in an attempt to prevent unauthorised access. Council Members are not to make their device available to anyone else to use, and are not to divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the devices is not permitted.

- Council Members acknowledge that all information and documents contained at any time on the devices remains the property of the Shire, and at any time may be the subject of a Freedom of Information, Police, Crime and Corruption Commission, or other competent authority inquiry, and as such may be made available to any of these investigating bodies. In addition, all documents, images, sound recordings, and emails are subject to the State Records Act 2000 and as such form part of the official records of the Shire of Boddington, and therefore are to be maintained in accordance with the Act.
- Council Members are wholly responsible for the security of their Shire issued device, and should make every effort to keep their device secure at all times. In the event that a device is misplaced, lost, or stolen, the Council Member is to advise the Chief Executive Officer immediately so that appropriate steps can be taken.

Responsible Officer	Chief Executive Officer
History	Adopted 20 March 2018 (Resolution 23/18) Amended 16 December 2021 (Resolution 144/21) Amended 23 March 2023 (Resolution 25/23)
Delegation	
Relevant Legislation	<i>State Records Act 2000</i>
Related Documentation	Council Policy: Council Member Records