

Title:	Elected Members Information Technology Support Policy
Policy Number:	062
Adopted By:	Council
Review Date:	01/04/2016
Responsibility:	General Manager City Performance
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Version	Decision Number	Adoption Date	History
1	21/0070	15/05/2012	Adopted

1. Policy Summary

This policy outlines the Information Technology package for City of Darwin's 21st Council's Elected Members. The policy details the Information Technology package's hardware equipment, software and technical support provided by Council.

2. Policy Objectives

The Council seeks to provide IT support to Elected Members to assist in the performance of their functions and duties pursuant to Section 35 of Local Government Act 2009.

3. Background

The City of Darwin has provided IT packages to the last two (2) Councils.

4. Policy Statement

The support provided to Elected Members as follows:

4.1 Information Technology Capital Allowance

- \$2400 per Elected Member for the purchase of IT hardware and software. The Elected Member may draw upon their allowance over their four (4) year term.
- IT hardware and software must be paid for by the Elected Member and reimbursement will occur from Council once a paid Tax Invoice has been received

4.2 Communication and Internet Allowances

- \$1200.00 per annum to purchase an ADSL2+ and associated internet account, of the elected members choice. (equivalent to Telstra Bigpond 200GB plan).
- \$770.00 per annum to purchase a mobile phone and appropriate paid plan, of the elected members choice.

- Both Communication and Internet Allowances will be paid to Elected Members on a monthly basis as part of their normal monthly payment.

4.3 IT Services Support Allowance

- \$1200 per annum for the support and maintenance of Elected Members IT hardware and software. This allowance is for the Elected Member to seek assistance when their IT equipment requires support and/or installation. This will also be paid monthly as part of the normal monthly payment.

4.4 Email

- A City of Darwin email address will be provided if required.
- The mailbox size will be 2GB.
- Email addresses and mailboxes provided by Council are subject to Councils IT policies.

4.5 Transfer of ownership

- If an Elected Member does not complete at least 75% of their term then the components of the Information Technology package will be offered to the Elected Member to purchase at the current written down value.
- Any unused annual allowance will rollover to the following year. Any unspent funds at the end of the term of Council will revert back to Council.

5. Legislation, terminology and references.

1. Related Policies

City of Darwin Information Security Management Policies

2. Terminology

COD: Means the City of Darwin

Council: Means the City of Darwin Managers, Staff and Elected Members

Information Technology (IT): Means the Network Systems, Computer Systems, Electronic Communications and all applications, software and peripherals used in connection with the provision of information technology services by Council.

Users: Means any person who uses the Information Technology support services such as all persons employed by Council and consultants engaged by the City of Darwin.

Policy: Means all of the matters contained in this Policy document.

6. Implementation and delegation

The General Manager City Performance is responsible for managing implementation of this policy

7. Evaluation and review

The General Manager City Performance will review this policy at the completion of the Elected Members term of office.