

# Flinders Council Policy Manual

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<b>SUBJECT:</b> <i>PROVISION OF ELECTRONIC SERVICES - ELECTED MEMBERS</i>	<b>FILE NO:</b>	PER/0300
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## Introduction

This policy will allow flexibility, efficiency and use of modern information and communication practices to be adopted and delivered to all elected members.

Under this policy all council papers will be disseminated via electronic delivery methods with printed copies supplied to Councillors on request.

## Objectives

To ensure that provision is made to Councillors of information technology services to enable secure, quick and efficient dissemination of information and to minimise paper use, cost and waste.

To enable efficient communication in the carrying out of Mayoral and Councillor responsibilities as determined by the *Local Government Act 1993*, as amended from time to time, and Council policies.

To ensure there are protocols in place for the dissemination of Confidential Information.

## Procedure

It is the policy of the Flinders Council:

- To provide and maintain an agreed information and communication device for the Mayor as required providing for modern and efficient communication between the community, staff, Councillors and Government Departments.
- To provide Councillors with the option of having a computer notebook or similar electronic device, a Council email address, and an internet connection with an agreed download plan and training.
- That the ownership of all electronic devices supplied by Council remains, at all times, with Flinders Council and the devices must be returned to Council upon the resignation or retirement of the Councillor or in the case of the Mayor, the Mayor.

## Undertaking by Elected Members

- That the electronic devices supplied to elected members be used for lawful purposes only.
- ~~That in using Council owned communications equipment Councillors agree to abide by the Council Computer and Telephone Usage Policy.~~

- That elected members nominate one only email address for electronic communication of Council business.
- As much of the council information communicated via email is strictly confidential, Councillors provide written confirmation that they are the only person with access to the email address and electronic device(s) used to receive, send and store confidential Council information. This applies to all Councillors whether using their Council allocated email address or a private email address for Council communications.
- That all formal communication received by the elected member or sent from the elected member be forwarded to the Executive Officer for filing within Council's information management system.
- All electronic communication received or sent by elected members in their official capacity as a Councillor is part of Council's public record and hence a State record. Records created or received by email or other electronic forms, must be forwarded by elected members for registration within Council's records management system-as required by the *Archives Act 1983*. If records are of a sensitive or confidential nature, the elected member should alert officers to this fact so that appropriate security controls can be applied.

#### **Related Legislation, Regulations and Policies**

[Archives Act 1983](#)

[Local Government Act 1993](#)

[Local Government \(Model Code of Conduct\) Order 2016](#)

#### **Responsibilities**

The responsibility of this policy rests with the [elected members and the](#) General Manager.