

# 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 the use of flexible, efficient and 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 all Councillors with a computer notebook or similar electronic device, a Council email address and pay an allowance towards the Councillor's current personal internet connection.
- Council to arrange for the IT contractor to ensure that the provided Council email address is set up on the Councillor's provided electronic device, so they can receive emails through their Council email address.
- All communication from council staff will be sent to the provided Council email address only which will be set up on the provided electronic device.
- That the ownership of the electronic device supplied by Council to the Councillors remains at all times with Flinders Council and the device must be returned to Council upon the resignation or retirement of the Councillor.

## Undertaking by Elected Members

- That the electronic devices supplied to elected members be used for lawful purposes only.
- That elected members only use the provided Council email address for electronic communication of Council business. This is to ensure the security of confidential information and that electronic communication received or sent by elected members in their official capacity as a Councillor is retained as a State record, as required by the *Archives Act 1983*.
- If a Councillor's email address is compromised, council staff need to be notified as soon as the Councillor becomes aware.
- As much of the council information communicated via email is strictly confidential, Councillors are to provide written confirmation that they are the only person with access to the email address used to receive and send Council information and that all confidential Council information is securely stored and unable to be accessed by others.
- That all formal communication received or sent by the elected member, other than by email, is forwarded to the Executive Officer for filing within Council's information management system, as per the *Archives Act 1983*. If records are of a sensitive or confidential nature, the elected member should alert the Executive Officer 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.