

## **Elected Members ICT and Support Policy**

Title	Elected Members ICT and Support Policy	
Policy No	20	
Adopted by	Council	
Next Review Date	September 2026	
Responsibility Chief Executive Officer		

#### 1. Policy Summary

This policy sets out the information and communication technology (ICT) support provided to Elected Members to enable them to perform their official duties efficiently and responsibly. It also clarifies members' responsibilities regarding Council ICT assets, consistent with the ICT Assets Policy (2024) and the Local Government Act 2019 (NT).

## 2. Policy Objectives

The Council's policy on ICT support is based on the following principles and objectives:

- Provide Elected Members with ICT tools and support to assist them in their roles pursuant to Section 35 of Local Government Act
- Ensure ICT assets issued to members are managed in accordance with TIRC's ICT Assets Policy and recorded in the ICT Assets Register.
- Establish clear responsibilities for the proper use, care, and return of ICT assets.
- Ensure compliance with asset lifecycle, financial management, and e-waste disposal obligations.

## 3. Background

Council has provided an ICT support package to previous Councils and has encountered problems with the billing of additional costs, the billing of replacement phones or chargers and the repair of damaged equipment. This policy reduces costs to the organisation in continually replacing equipment on an on-call basis. It also removes the issue of booking up any ICT costs against Councillor allowances and the organisation carrying debts.

#### 4. Policy Statement

- **4.1** In order to ensure Elected Members have ready access to technology enabling them to perform their role as efficiently as possible, they are provided with:
  - A Council email address
  - A standard mobile phone handset and Telstra mobile account, with handset replacement eligible every 2 years.

<sup>\*</sup>Should a member wish to use a non-standard model or additional devices, this will be at their own expense and must not interfere with Council systems or data security.



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- **4.2** All members must sign a usage agreement covering responsibilities for care, security and return of ICT assets.
- **4.3** ICT Support will be provided on a return-to-Council basis during business hours (8:00 am 4:36 pm, Monday to Friday). Support includes configuration, connectivity, updates, and troubleshooting.
- **4.4** Any additional costs, such as replacement of lost or damaged equipment, repairs, or excess usage charges, will be paid for entirely by the member. Council may manage repairs or replacements, but costs may be recovered from the member.
- **4.5** All ICT equipment issued to members remains the property of TIRC and must be returned in good condition at the end of the member's term of office. Any unreturned or damaged items will be recovered at cost.
- 4.6 Compliance with ICT Assets Policy
- **4.6.1** All member-issued ICT assets will be recorded in the ICT Assets Register and subject to the same lifecycle, audit, and disposal processes as all other Council ICT assets.
- **4.6.2** Disposal will occur in line with the ICT Assets Policy, including e-waste recycling or staff resale processes approved by the CEO.

#### 5. Evaluation and Review

This policy will have an interim review after 12 months from Council approval based on actual costs and Councillor take-up.

Following the interim review, the policy will be reviewed every 2 years, or earlier if required by Council or legislative changes.

#### **Document History**

Version	Decision Number	Adoption Date	History
1	Resolution 4	24 August 2015	Doc ID: 164959
2	Resolution 6	28 February 2018	Doc ID: 215294
3	Resolution SCM/24	15 September 2025	