

	POLICY – PROVISION OF COMMUNICATION EQUIPMENT TO COUNCILLORS	4.1	
		Version 1.0	Date 24/4/07
Minutes Date: 23 March 2009	Approved By Council Decis. No. 064/09	Review Date - As required	

1. OBJECTIVE

The objective of this policy is to ensure that provision is made to Councillors of information technology services, computers and other electronic equipment to enable speedy and efficient dissemination of information.

2. SCOPE

This policy applies to all Councillors for their elected term of office.

3. DEFINITIONS

Information Technology : Means relevant computer hardware and software, facsimile machines, printers, scanners and the like.

4. PROCEDURE

For each term of Office Council will provide : -

- (a) a capital cost allowance up to a maximum of \$3,000 for purchase of a mobile phone, a fax/printer/scanner, a computer (loaded with an appropriate operating system and Microsoft Office suite) and a filing cabinet to assist them in performing his/her duties. or -
- (b) an annual lease allowance up to \$750 per annum to offset the usage of existing personal communication equipment as listed above.

The capital cost allowance will be paid upon Councillors submitting a claim with copies of relevant tax invoices and receipts as evidence of purchase.

The annual lease allowance will be paid on the following pro-rata basis :

- \$375 pr annum for computer usage
- \$100 per annum for printer/scanner/fax
- \$ 75 per annum for mobile phone
- \$ 75 per annum for filing cabinet
- \$125 per annum for support

Total \$750 per annum

Council will provide assistance with the setting up of the equipment and provide training in the use of the programs if requested.

The equipment purchased under the capital cost contribution remains the property of the Glamorgan Spring Bay Council and will be returned at the end of term of office; however, Council will consider a buy back scheme at that time.

Should a Councillor resign or the term of office be terminated prior to the normal four year term, then a pro-rata refund of the capital cost allowance may be payable by that Councillor (this shall be in the form of a cash refund or an equivalent deduction from any allowance payable to the Councillor at the time of resignation or termination).

5. IMPLEMENTATION

This policy is to be implemented by the General Manager.

6. DELEGATION

Council decision.

7. RESPONSIBILITY

The compliance of this policy is the responsibility of the General Manager.

8. REPORTING

No reporting required unless requested by Council.

9. STATUTORY REQUIREMENTS

The Local Government Act 1993

10. REFERENCES

N/A

11. ATTACHMENTS

N/A