



# PERSONNEL – POLICY – Employment Conditions – *Computers for Key Personnel*

## Policy

Council delegates the authority to the General Manager to install and maintain a personal computer with state of the art facility, operating system, peripherals and relevant software applications in the private homes of key personnel.

## Objective

To enable key personnel to work at home and to develop relevant computer application skills out of hours.

## Procedures/Practice

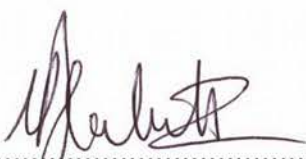
- 1) "State-of-the-art" facility, operating system, peripherals and relevant software applications will mean:
  - The current version of the operating system and relevant applications which are being used in Council offices, unless otherwise approved by the General Manager.
  - Hardware with the power and facility of the most recent equipment purchased by Council for use in its offices.
  - Software applications used at Council offices.
  - Peripherals includes modem, printer, external hard-drives etc which are necessary to enable senior personnel to work efficiently and effectively at home and out of hours.
  - Communication software which permits a comparable performance standard, both independently and when interacting with Council's main systems, as would be achieved if the personal computer was not using communications software.
  
- 2) "Key personnel" will mean the General Manager, Directors of Corporate & Community Services, Environmental & Customer Services and Infrastructure Services, Finance Manager and others as determined by the General Manager.

## References

This policy was adopted by Council at its meeting on 30 January 2017. It delegates authority to the General Manager to determine which key personnel come within this policy and replaces the policy of the same name which was adopted by Council on 24 June 2013.

## Review Date

November 2020, by the Director Corporate & Community Services.

Authorised by:   
Waid Crockett, General Manager

3/3/17  
Date