



**Memo to:** Councillor Jurd

**Copy to:** Mayor Watton, all Councillors, General Manager, Directors, Senior Leadership Group, and Communications & Engagement Team

**From:** Robert Maginnity, Director Corporate and Community Services

**Subject:** Electronic Devices and Associated Costs for Councillors and Officers

**Date:** 14 January 2025

**Reference:** CRM 724/2026

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Dear Councillor Jurd

I refer to your email dated 12 January 2026 regarding the procurement and costs associated with electronic devices provided to staff and councillors.

*"I am writing to request information regarding the procurement of phones and iPads for both staff and councillors. Specifically, I would like to know:*

**1. Staff's devices:**

- How many phones do we currently purchase for staff members?
- How many iPads do we currently purchase for staff members?
- What is the total cost associated with buying these phones and the ongoing phone bill expenses?
- How often are these devices renewed?

**2. Councillors' Devices:**

- What are the costs involved in acquiring iPads and iPhones for councillors?
- Are there any additional expenses related to their ongoing use?

*This information will greatly assist in our budgeting and resource planning. I appreciate your help and look forward to your prompt response."*

In relation to staff mobile phones and iPads, matters such as the number of devices issued, replacement cycles and individual usage arrangements are operational in nature and are managed under delegated authority. Broadly, mobile phones and tablets are provided to staff whose roles require regular mobile access, field based work or after hours availability. These costs are planned for and controlled within Council's approved ICT and telecommunications budgets and are reviewed as part of the quarterly budget review statements and the annual budget setting cycle.

In relation to elected members devices, Councillors are provided with standard mobile devices to support their governance role, including access to agendas, Council systems and secure communications. The costs associated with these are modest with an ongoing current budget of \$480 per Councillor per annum for data and calls. The devices cost was \$3,090 per Councillor with devices refreshed as required or at the commencement of each new Council term, whichever occurs first.

Overall, the costs associated with both staff and elected members devices are accounted for within Council's adopted operating budget and long term financial planning, and no additional unbudgeted expenditure has been incurred.

Please note a copy of this memo will be uploaded to Council's website.