



Shire of **Ngaanyatjaraku**
ON A JOURNEY

Council Policy

Policy 1.20 – Information Technology
Systems and Internet Usage

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Council Policy 1.20 – Information Technology Systems and Internet Usage

Policy Objective

To provide procedures and guidelines for users of various Shire IT systems to operate at optimum level, including:

- Elected members;
- Contractors/Sub-Contractors engaged by the Shire;
- Visitors and/or persons conducting business on Shire premises;
- Volunteers conducting activities approved by the Shire; and
- Committees of the Shire.

Policy Statement

All IT / Internet use will be compliant with relevant legislation, licensing and standards. Users should be aware that they are bound by the Shire's policies and the Code of Conduct, which has provisions for the proper use of official information, equipment and facilities. This extends to ensuring that IT resources are used in a responsible and accountable manner that ensures the efficient, effective and acceptable use.

This Policy will allow staff to maximise the benefits to be gained from the computer systems for staff, other users and the Shire. This Policy applies to all IT systems and associated equipment operated and available at the Shire.

The Chief Executive Officer will be responsible for the development of an IT Systems / Internet Usage Procedure to inform staff what their responsibilities are in using Shire computer equipment and services. Communications form part of records and are to be maintained in accordance with record keeping policy.

Policy History

Amendments to this Policy

Amendments to this policy require a simple majority decision of Council.

History

Policy reviewed: 24 June 2020

Policy amended: 24 June 2020

Policy reviewed: 28 June 2023

Previous Policy

Policy 2.10