Shire of Ngaanyatjarraku
ON A JOURNEY

Council Policy

Policy 1.20 – Information Technology Systems and Internet Usage

Table of Contents

Policy Objective 3
Policy Statement 3
Policy History 3
Amendments to this Policy 3
History 3
Previous Policy 4

Council Policy 1.20 – Information Technology Systems and Internet Usage

Policy Objective

To establish clear principles for the secure, lawful, responsible and effective use of the Shire's information technology systems, internet services, devices, applications and information by authorised users.

- 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 use of Shire information technology systems and internet services must comply with applicable legislation, licensing requirements, standards, Shire policies, procedures and the relevant Code of Conduct. Users must use Shire information, equipment and facilities lawfully, securely, responsibly and only for authorised purposes. Users are accountable for protecting Shire information and access credentials and must not use Shire systems in a manner that exposes the Shire to operational, security, legal, financial or reputational risk.

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 is responsible for approving and maintaining an Information Technology Systems and Internet Usage Procedure that sets out user responsibilities, access controls, acceptable-use requirements, security practices, incident-reporting arrangements and administrative controls for Shire information technology resources. Communications and other information created, received or stored through Shire systems may constitute State records and must be captured, managed, retained and disposed of in accordance with the Shire's Record Keeping Plan, records management policies and procedures, and applicable legislation.

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
Policy reviewed: 28 October 2026

Previous Policy

Policy 2.10