



GOV29	Information Technology
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Purpose

West Daly Regional Council provides access to the internet, electronic software, emails and other communication facilities through CouncilBiz. Council requires that electronic facilities are used correctly in a professional and responsible manner. Inappropriate use of this technology will be viewed as a serious disciplinary issue.

Scope

Employees and users of Council technology should not access, nor should they have cause to access, material considered being objectionable to others.

Policy Statement

1. The electronic facility including all emails and general software utilised by West Daly Regional Council is to be the only electronic application to be used for Council electronic business communications, accounting and other business. New or external software, other than that supplied or approved through CouncilBiz, is not to be used in any Council application unless agreement has been received from the Executive management team or the Chief Executive Officer.
2. Council provides an email system for business communication. Accordingly, all emails sent or received by employees are the property of West Daly Regional Council. Consequently, the Chief Executive Officer, the Executive management team and Community Service Managers who supervise employees, has the right to access staff emails at any time.
3. Employees are not to send or distribute emails containing offensive words, images or pornography under any circumstances. This includes email messages containing derogatory, inflammatory, insulting or libellous information about any other employee, customer, associate or other person, other organisations or activity.
4. Electronic games and emails containing materials such as jokes, personal matters and letters, chain letters or similar, which have no relevance to Council activities are to be discouraged.
5. Council facilities are not available for downloading material of a personal nature such as films or movies. Council reserves the right to seek reimbursement from any employee of any costs incurred by the actions of that employee in downloading such material.



6. A size limit per mailboxes including inbox, sent items and deleted items has been implemented to ensure optimum mail system efficiency. Employees should delete items in their mailboxes on a regular basis.
7. Internet access is granted to all Council employees as a research tool. All files (work related or private) must be scanned for viruses immediately they are downloaded. Information on this procedure can be obtained from the IT Administrator at CouncilBiz.
8. Employees may have limited private use of the internet outside normal office hours including LinkedIn, Facebook Twitter and other social networking sites. Private use does not include private business transactions or activities, private advertising, political messages, recreational games or personal web home pages.
9. All staff are prohibited from visiting any internet sites or other internet facilities that contain pornographic pictures or information, or illegal or offensive date. Employees should refrain from downloading any screen savers, pictures or executable files. Logs are reviewed regularly, and any inappropriate access will be referred to senior management.
10. Penalty for breaching this policy can be summary termination.

Terminology and references

Summary termination - means that no notice is given – the termination takes effect immediately.
Specific performance – is a court order in terms of which the party committing the breach is ordered to fulfil the contractual obligations. Termination of the employment contract

References

- Local Government Act (NT) 2019*
- Local Government Regulations (NT)*
- Fair Work Act (NT)*