

Policy Name	Information Technology
Policy Type	Governance
Policy Number	GOV09
Version	2
Approval Date	January 2019
Renewal Date	January 2022



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SUMMARY

West Daly Regional Council provides access to the internet, electronic software, e-mails 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.

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 e-mails 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 or 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 or the Chief Executive Officer.
2. Council provides an e-mail system for business communication. Accordingly, all e-mails sent or received by employees are the property of West Daly Regional Council. Consequently, the Chief Executive Officer, the Executive Management or Manager of any employee has the right to access staff e-mails at any time.
3. Employees are not to send or distribute e-mails containing offensive words, images or pornography under any circumstances. This includes e-mail messages containing derogatory, inflammatory, insulting, or libellous information about any other employee, customer, associate or other person, other organisations or activity.

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4. Electronic games and emails containing material 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 Manager.
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 data. Logs are reviewed regularly, and any inappropriate access will be referred to senior management. Penalty for breach of this policy can be summary for termination.
10. Employees should refrain from downloading any screen saves, pictures or executable files.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Act

Local Government Regulations

Fair Work Australia Act

FURTHER INFORMATION:

Chief Executive Officer

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