


COUNCIL POLICY

Information Technology	Adopted By Council:	DD/MM/YY	
	Date/s Revised:	--/--/--	
	Next Review Date:	10/15	
	Document No:	CP023	
	Directorate:	Governance & Community	
	Responsible Officer:	Rates/IT Coordinator	

CONTEXT

The Borough of Queenscliffe is committed to ensuring the appropriate use of Information Technology that support Council's governance, service provision and administration.

A set of Standard Operating Procedures regarding the use of Information Technology has been developed in conjunction with this policy. Users of the Information Technology facilities must comply with these procedures which have been designed to allow all users to make optimal and legitimate use of Information Technology facilities.

DEFINITIONS

Information Technology (IT) means any device that is able to store, retrieve, transmit and manipulate information. This includes computers and computer networks, Personal Electronic Device (PED) and Personal Digital Assistant (PDA), and other information-distribution technologies such as television and telephones.

Information (as it relates to computer systems) means data, document, form, spreadsheet, graphic, sound file, picture, drawing, email, note, map, plan, memo, calendar and diary, presentation, html, asp and php page, content stored in a database, help file, video, etc.

POLICY

- The Borough of Queenscliffe IT facilities are provided to assist Councillors, Council staff and other authorised users to conduct normal Council business.
- All users must accept full responsibility for using the Borough's IT facilities in an honest, ethical and legal manner and with regard to the privacy, rights and sensitivities of other people. Use must be in accordance with Council's Standard Operating Procedures and all relevant Federal and State legislation. Such legislation shall include, but not be limited to legislation covering privacy, copyright, freedom of information, equal employment opportunity, intellectual property and occupational health and safety.
- This policy is underpinned by a comprehensive suite of Standard Operating Procedures that cover the following topics:
 - Acceptable Use
 - Access Control
 - Anti- Virus
 - Business Continuity
 - Cloud Computing
 - Communications Equipment
 - Computer System and Equipment Use
 - Information Technology for Councillors
 - Cyber Crime and Security Incident
 - Online Services
 - Email
 - Encryption
 - Firewall Management
 - Hardware management
 - Information Management
 - Internet Use
 - Internet Voice and Video
 - Laptop Security

- Legal Compliance
- Network Management
- Password and Authentication
- Personnel Management

- Physical Access
- Remote Access
- Software management
- Special Access

These are accessible via Council's intranet sites.

OTHER REFERENCES

SOP Information Technology

END