

AP004 – Information Communication Technology

1. Intention

To ensure the conditions of usage of all Information & Communication Technology (ICT) facilities provided by the Shire of Waroona. The policy applies to all elected members, employees, Shire volunteers and others whom have been granted access to ICT facilities.

2. Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

3. Statement

Council will develop and maintain procedures to ensure the safe and efficient use of all Council ICT equipment.

The procedural documentation will contain:

- A statement in relation to universal usage;
- A statement in relation to Internet usage;
- A statement in relation to email usage;
- A statement in relation to security (including passwords);
- A statement in relation to personal (attractive) equipment;
- A statement in relation to the consequences of breaching aspects of the procedural guidelines.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Administration
Policy Number	AP004
Contact Officer	Director Corporate Services
Related Legislation	Nil
Related Shire Documents	AMP003 – Information Communication Technology

Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted	18/12/2018			OCM18/12/126	

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
CORP053 – Information Communication Technology		