



Murweh Shire Council

Information Technology Policy

Policy No:	IT-002	Date adopted:	20 October 2023
Council Resolution Ref:	260/23	Review Date:	01/10/2026
Responsible Officer:	Director Community & Health Services	Version No:	2

1. Purpose

The business of Murweh Shire Council covers a range of industries and services, with varying technical and operational requirements in terms of information technology controls. This policy is intended as a starting guide to assist Council in achieving objectives and enables the delivery and ongoing support of IT services to the community.

The purpose of this policy is to ensure:

(a) Computer and telecommunications services provided by the Council are used appropriately and responsibly by staff.

(b) As a base, this policy will ensure use of computer and telecommunication equipment:

- does not compromise the status, security or reliability of the Council computer network in any way; and
- is provided within a secure environment

2. Policy Statement

Council is dedicated to maintaining the IT policy which ensures the confidentiality, integrity and availability of Council's information, IT Services and IT Assets. It is dedicated as a guide for the minimum requirements for users to efficiently perform Council functions and improve the effectiveness with which Council operates within the community. This will be achieved by:

- delivering strategically aligned solutions in accordance with Council strategy;
- aligning IT functionality and plans with business priorities that provide sustainable value by maximising benefits and minimising delivery risk;
- administering controls to ensure IT assets are appropriately managed throughout their service lifecycle; and
- ensuring IT services are designed, maintained and delivered in accordance with best practice service levels.

3. Issue and Review

This policy was issued by the Chief Executive Officer (CEO) in June 2020. Review of this Policy will occur on an annual basis.

Current Version: V1.00 (Reviewed October 2023).

4. Implementation

The use of the Council's IT Systems must adhere to the following conditions:

- the Council's IT Systems are primarily used for official Council business;
- the Council recognises that reasonable personal use of the IT Systems by the staff;
- persons other than staff or authorised individuals are not permitted to use the Council's IT systems;

- report any incident, defect, fault or problem with the Council’s IT systems including any virus, Trojan, worm or malicious programs;
- protect their usernames, passwords and PINs from unauthorised disclosure or use;
- maintain the confidentiality of all information stored on the Council’s IT Systems;
- report any mis-use of the Council’s systems or any actual or suspected breach of this Policy;
- Adhering to all legal and legislative requirements; and

5. Role and Responsibilities

CEO – Authorises the policy.

Director of Community & Health Services – Owner of policy. Accountable for maintaining and updating Policy and communicating changes to Council.

Managers – Responsible for ensuring staff are aware of policy.

Staff – Responsible for understanding the policy.

6. Definitions

Availability - Ability of a configuration item or IT service to perform its agreed function when required. Availability is determined by reliability, maintainability, serviceability, performance, and security. Availability is usually calculated as a percentage. This calculation is often based on agreed service time and downtime. It is best practice to calculate availability using measurements of the business output of the IT Service.

Confidentiality – The principle that requires that data should only be accessed by authorised people.

Data - Unprocessed, or raw information that is collected for a prescribed business function.

Information - any collection of data that is processed, analysed, interpreted, organised, classified or communicated to serve a useful purpose, present facts or represent knowledge in any medium or form.

Integrity – the principle that ensures data and configuration items are only modified by authorised personnel and activities. integrity considers all possible causes of modification, including software and hardware failure, environmental events, and human intervention.

Information Technology (IT) – The use of technology for the storage, communication or processing of information. The technology typically includes computers, telecommunications, applications and other software. The information may include Business data, voice, images, video, etc. information technology is often used to support business processes through IT Services.

7. Audience

All employees, contractors, consultants, and other workers who use information and communications technology supplied by Council are responsible for reading, understanding and complying with this policy.