

**POLICY**



**CENTRAL TABLELANDS WATER**

# **INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY**

## DOCUMENT CONTROL

Document Title		Information Communication & Technology (ICT) Policy			
Policy Number		CTW-PR005			
Responsible Officer		Executive Manager Corporate Services			
Reviewed by		General Manager			
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Adopted by		Council			
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Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)
1	12/10/2016		DFCS		16/079
2	July 2025	Combination of mobile phone device & email and internet policies, as well as new information	EMCS	Council	25/061

## Purpose

The purpose of this policy is to provide guidelines regarding the appropriate use of the Council supplied equipment and rules around security access to network resources. These rules are in place to protect the employees and Council. Inappropriate use exposes Council to risks including virus and spam attacks, compromise of network systems and services, and legal issues.

Council staff and Councillors must be efficient, economical and ethical in their use and management of Council resources. Communication devices and services, such as mobile phones, computers, internet and email are Council resources provided for Council purposes. All users have a responsibility to ensure their proper use.

## Scope

This Policy applies to all employees, volunteers, Councillors, and contractors including all personnel affiliate with third parties.

Internet/Intranet related systems, including but not limited to computer equipment, software operating systems, storage media, network accounts providing e-mail, Web browsing are the property of Council. These systems are to be used for business purposes in serving the interests of Council, our customers, and community in the course of normal operations.

A "Mobile Device" for the purposes of this policy will be any device that is reliant on a carrier Mobile Network for the purpose of transmission of voice and/or data traffic. Mobile Devices include but shall not be limited to: Mobile Phones, Smart Phones, Laptops, and Tablet devices.

## Policy Statement

While CTW's computer equipment and network aims to provide a reasonable level of privacy, users should be aware that the data created on the corporate systems remains the property of CTW.

For security and network maintenance purposes, authorised individuals within CTW or its IT Contractor (Fourier) may monitor equipment, systems and network traffic at any time.

The communication equipment (laptops, mobile phones, etc.), services, and technology used are the property of CTW. CTW reserves the right to monitor internet and email traffic, and access data that is composed, sent, or received through its online connections.

Stealing, using, or disclosing someone else's password is unacceptable and will result in disciplinary action.

A new employee IT Access Form is required to be completed and approved by the relevant Manager prior to Council's IT provider creating a user and network access. Once the employee has commenced and inducted into the IT system, the form will be placed on the employee's personnel file.

## Policy Review

This policy will be reviewed each council term, or more frequently if needed, with reference to any relevant legislation, best practice guides, or other related factors.

## References

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Workplace Surveillance Act 2005 No 47
- Workplace Surveillance Regulation 2012
- CTW ICT Procedure

## Variation

Council reserves the right to review, vary or revoke this policy.

## Definitions

A communication device	<ul style="list-style-type: none"><li>• Telephones, mobile phones, computers (including but not limited to desktop computers, notebook, laptop, tablet, iPads, and servers)</li><li>• The principles contained in this policy, however, are equally applicable to any other communication device provided by CTW.</li></ul>
Business Activity	<ul style="list-style-type: none"><li>• Term covering all the functions, processes, activities and transactions of CTW and its employees</li></ul>
Internet	<ul style="list-style-type: none"><li>• Email, internet, mobile applications, social media platforms, and “peer-to-peer” networking sites</li><li>• Again, the principles contained in this policy are equally applicable to all service or platforms provided via the internet.</li></ul>