Policy 6.09 Information Technology

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

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1.1 Introduction

1.1.1 Scope

This policy describes the expected and appropriate use of information technology (IT) resources across all of Council's operations.

1.1.2 Purpose

To ensure that staff and Councillors have access to the necessary technology resources for the delivery of services. We manage information technology in a financially responsible way that maintains security, minimises risks to privacy and safeguards Council's investment in software and hardware.

1.2 Definitions

Word or Terminology	Description
Hardware	Information Technology Hardware is **any part of the IT ecosystem that can be touched**. These are the primary electronic devices used to build up the ecosystem. An example may include personal computers and telecommunication assets.
Telecommunications	Telecommunications, also known as telecom, is **the exchange of information over significant distances by electronic means** and refers to all types of voice, data and video transmission. Telecommunications assets may also be reference to as mobile and desk phones.
Cyber Security	Cybersecurity is **the protection of information technology assets and data from cyberthreats**. The practice is used to protect against unauthorized access to data and information technology solutions.
Cyberthreats	A cyberthreat refers to **anything that has the potential to cause serious harm to information technology assets**.
Essential 8	Recommended eight essential mitigation strategies from the ACSC's *Strategies to Mitigate Cyber Security Incidents* to be implemented by organisations, as a baseline level of protection from cyberthreats.
Digital transformation	Digital transformation is **the process of shifting your organisation from a legacy approach to new ways of working and thinking using digital, social, mobile and emerging technologies**.
Vendor	a person or company offering something for sale, especially a trader in the street. IT vendors often provide their services, such as software licensing using a "as a service" model.
Software as a Service (SaaS)	a method of software delivery and licensing in which software is accessed online via a subscription, rather than bought and installed on individual computers.

1.3 Legislation

- *Privacy Act 1988 (Cth)*
- *Crimes Act 1914 (Cth)*

- *Government Information (Public Access) Act 2009*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *State Records Act 1988*
- *Work Health and Safety Act 2011*
- *Workplace Surveillance Act 2005*

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council manages information technology in a systematic manner by:

- Ensuring all staff and Councillors sign an Internet, Intranet, and E-mail Usage Agreement, a Mobile Usage Agreement, and a Hardware/Software Usage Agreement before they are granted access to these resources.
- Ensuring that staff use of IT complies with the requirements of the Communications and Engagement Strategy and other relevant organisational strategies implemented by Council.
- Managing user access to technology who are deemed by the Chief Executive Officer (CEO) to have breached the conditions of these agreements.
- Ensuring confidential information is not to be collected or transmitted electronically, other than for its intended purpose. No personal information may be electronically transmitted without the consent of the individual(s) concerned.
- Only providing technology to staff and Councillors with identified and authorised business requirements.
- Monitoring and controlling cases of abuse, neglect, or carelessness of information technology assets.
- Enabling staff to make reasonable efforts to safeguard Council equipment.
- Ensuring Council data and IT services are protected from cyber security threats, through the meeting of the Essential 8 and other government obligations.
- Ensuring Council data and IT services are recoverable in the event of failure or significant disruption.
- Enabling Council business operations via scalable, secure, and fit for purpose IT solutions, through continuous improvement and digital transformation.
- Ensuring transparent and auditable IT vendor management and service delivery oversight.
- Enabling a corporate approach to IT vendor management and IT budget management.

1.4.2 Responsibilities

1.4.2.1 Elected Council

- Approve and Adopt this Policy for official use by Council.

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

- Take disciplinary action on behalf of this policy and advise IT when management and access action is required.

1.4.2.3 Council Initiated Technology Project teams

- Engage with IT throughout project delivery, allowing IT the opportunity to align projects with Council's Digital Strategy.

1.4.2.4 Council Staff and Councillors

- Ensuring the engagement of information technology service providers and vendors is via the IT team, to allow repeatable and consistent vendor management practices.
- Ensuring IT are aware of all software purchases, enabling effective IT service budget management, IT environment management (no duplicated services) and IT security.
- Protect IT assets from damage and misuse.
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1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.09.01	Internet, intranet and email acceptable use	Internal
6.09.02	Mobile phone usage	Internal
6.09.03	Computer hardware and software acceptable use	Internal
6.09.04	Information security	Internal
6.09.05	Accessing Council information via "BYOD" (Bring your own device)	Internal
6.09.06	Request for non-core software	Internal
6.09.07	Data Breaches	Internal

1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.02	Behaviour of Councillors and Staff
6.12	Access to Information
6.03	Risk Management

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website: