

USE OF INFORMATION TECHNOLOGY FACILITIES

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1. OBJECTIVE

To ensure that information technology facilities usage is consistent with City of Karratha business operations.

2. PRINCIPLES

It is the policy of the City of Karratha to maintain guidelines on the proper use of its information technology facilities and resources.

Usage of information technology facilities is bound by the document titled "[Conditions of Use Information Technology Facilities](#)".

This document will be amended under delegated authority of the Chief Executive Officer to reflect emerging industry standards and appropriate local authority trends.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. ROLES AND RESPONSIBILITIES

All Councillors and Staff are to be fully conversant with the "[Conditions of Use for Information Technology Facilities](#)" document that states the expectations of staff using the City's IT resources. The IT resource is a significant tool of trade for the City's operations and infrastructure network. Protection from mis-use of public resources or exposure to corruption needs to be paramount in the custody of all Users. It is incumbent on all Users to ensure that the equipment is used in accordance with the manufacturer's specifications and as per instructions from the City's Information and Communications Department.

5. REFERENCES TO RELATED DOCUMENTS

- Conditions of Use for Information Technology Facilities

Policy Number:	CI-03
Previous Policy Number:	EXE36
Resolution Numbers:	12180-Oct 2000; 13497-Oct 2004; 14223-Oct 2007; 152174-Aug2012
Last Review:	August 2012
Next Review:	June 2014
Responsible Officer:	Manager Information Services

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.