



Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley Council will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1 Policy Objective

Provide guidelines for the proper use of Nambucca Valley Council's internet and email facilities.

2 Related Legislation

Not applicable

3 Definitions

Not applicable

4 Policy Statement

Use of the internet and email by Council staff is permitted and encouraged where such use is suitable for business purposes and supports the goals and objectives of Council, staff and the Nambucca Valley residents.

4.1 Conditions of Use

- Users shall not upload, download or transmit commercial software or copyrighted materials without the authority of the owner of the software or material.
- Users must be discreet when confronted with irregular or unwanted directions/requests and dismiss the pop up/offer at all times.
- Users shall not reveal or publicise confidential information.
- Council reserves the right to implement internet access filtering software to ban access to sites which are considered inappropriate.
- All users must be aware that Council's Code of Conduct for staff, councillors and delegates and Council's Equal Employment Policy, apply to internet and email access and usage.

- Managers are responsible for ensuring that all employees under their supervision have sighted this policy and adhere to the provision.
- Any user aware of the misuse of internet access has a responsibility to report it to their Manager.
- Employees may use the internet and email for professional development outside of normal hours of work, provided such use is approved by their Director and does not contravene any conditions of this Policy.
- Use of the internet and email is prohibited for private business/personal financial gain.
- The internet/email system is part of Council's computer network and all the information processed, transmitted or stored in the system is the property of Council.
- Information uploaded or downloaded from the internet and email messages sent or received must be kept as Council records if they provide evidence of Council's business and activities, are needed for use by others or affect the work of others. Users must ensure this information is saved into Council's CM 9 records management system.
- The user is responsible for "housekeeping" of their own mailbox, i.e. deleting records and complying with size limits.
- The user is responsible for invoking the email "Out of Office" function or making alternate arrangements when on periods of leave.

4.2 Disclaimer

All outgoing emails shall have the following disclaimer at the end of message:

This message is intended solely for the addressee. It is confidential and may be legally privileged. Access to this message by anyone else is unauthorised. Unauthorised use is strictly prohibited and may be unlawful. If you are not the intended recipient, any disclosure, copying or distribution of the message, or any action or omission taken by you in reliance on it, except for the purpose of the delivery to the addressee is prohibited and may be unlawful. Any confidentiality or privilege is not waived or lost because this e-mail has been sent to you by mistake. Please immediately contact the sender if this e-mail is incomplete or illegible or if you have received it in error. Thank you.

4.3 Inappropriate Use

Use of the internet or email for inappropriate purposes must not occur at any time. Examples of some "inappropriate use" are:-

- Contravention of any current Local, State, Federal or International Law. Examples include but are not restricted to Local Government Act and Privacy Act,
- Contravention of any Council policy such as Code of Conduct, EEO, or any use or information that would lend it to abusing these policies.
- Pornographic sexually referenced material and sexual harassment.
- Language, text, pictures or graphics which are potentially offensive.

If a communication message in the above category is received, the following message should be returned to the sender and the message and attachments destroyed.

Nambucca Valley Council has a policy in place, which precludes the use of offensive e-mails or attachments, which may contravene Council's Policies and Government legislation. The e-mail is considered inappropriate. Please do not send this form of material to staff or Councillors of Nambucca Valley Council.

4.4 Monitoring

Council reserves the right to monitor all internet usage and internal and external email messages received by and contained within Council's computer system(s) and will do so to support system maintenance, system management, document management, investigate illegal use or wrongdoing, support Council's policies, support legal requirements and for any business purpose. Monitoring shall be regularly undertaken by the Manager Information & Communication Technology or any other authorised Officer.

4.5 Sanctions

Users who violate any of the conditions of this Policy may be subject to disciplinary proceedings including (but not limited to) a written warning, revocation of access privileges or dismissal. Council also retains the right to report any illegal violations to the appropriate authorities.

4.6 Viruses and Other Internet Attacks

Anti-virus and spamming software automatically scans all traffic at the gateway.

5 Variation

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

6.0 History

Department:	Corporate Services	Last Reviewed	Resolution Number
Policy Category	Organisation	12 July 2011	MANEX A
Endorsed By:	General Manager	23 July 2020	MICT
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