



# NAMBUCCA VALLEY COUNCIL USE OF PERSONAL COMPUTERS POLICY NO: CS 33

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## *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**

The aim of this policy is to protect Council's computer system and the integrity of Council's data.

### **2 Related Legislation**

Not applicable

### **3 Definitions**

Not applicable

### **4 Policy Statement**

#### **4.1 Default PC Settings and Software Configuration**

Employees shall not make any alterations to the standard configurations of the operating systems, desktop settings or application software (eg Microsoft Office Applications including Word, Excel, Access, Outlook etc) and the application (eg Microsoft Office etc) loaded on their PC without the permission of the Manager Information & Communication Technology.

Employees shall not load any software on a PC without the concurrence of the relevant senior staff member and the Manager Information & Communication Technology. This includes screen savers etc.

#### **4.2 Security**

Access to a Council PC is via the employee network username and password. Employees must keep passwords confidential and secure.

#### **4.3 Prevention of Computer Viruses**

Council uses Sophos Anti-Virus software which runs on all servers, PC's and mobile devices. If a user believes that a virus has infected their computer, they should contact ICT immediately.

Employees are not permitted to introduce any external CD, DVD or memory stick into the organisation unless it is virus scanned.

Employees responsible for external users (such as consultants, contractors and presenters) who wish to use a Council PC to access files from a CD, DVD or memory stick must have the source virus scanned.

#### 4.4 Logging Off

Employees are required to log off all programs correctly each day before leaving work. This means backing out of and closing applications logically.

#### 4.5 Problem Reporting

Problems with your PC must be reported to ICT staff via Council's help desk or by telephone or email. Urgent issues should be reported via telephone.

#### 4.6 Failure to Comply

Failure to comply with this Policy will be treated as a serious matter and will invoke the disciplinary procedures detailed in the Local Government State Award.

#### 5.0 History

<b>Department:</b>	Corporate Services	<b>Last Reviewed</b>	<b>Resolution Number</b>
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<b>Endorsed By:</b>	General Manager	23 July 2020	MICT
<b>Approval Authority</b>	General Manager	24 Oct 2022	MICT
<b>Policy Owner</b>	AGMCS		
<b>Contact Officer</b>	MICT		
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