

GO5 – Information/Records Management Policy and Information Technology Acceptable Usage Policy – Change of Classification

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238 TRIM 1693

EXECUTIVE SUMMARY

- The purpose of this report is to advise Council of a classification change from Administrative Protocol to Council Policy.
- It is recommended that the Councillors adopt the Draft Information/Records Management Policy and Draft Information Technology Acceptable Usage Policy.

REPORT

In 2015 Council reviewed its policy framework creating a policy register that incorporates a distinction between Council Policy and Administrative Protocol.

The differences between a Council Policy and Administrative Protocol are:

Council Policy

- Adopted by the Council
- Legislated
- Primarily affect Councillors and the community (although this can extend to staff).

Administrative Protocol

- Operational Policy - relates to day-to-day operational issues
- Endorsed by Executive - the General Manager has authority to deal with matters as per s.377 of the LGA
- Concerns staff - who are under the direction of the General Manager.

Since the implementation of the new policy register several policies which were deemed to be protocols have been identified as being policy. This is due to the fact they are still relevant to Councillors as well as staff.

These protocols are Information/Records Management and Information Technology Acceptable Usage.

Once the change is implemented the regularly scheduled reviews of these policies will remain.

CONSULTATION

Manager Information Technology & Corporate Strategy
Information Management Team Leader
Information Technology Team Leader

Governance

Report of Governance to the Ordinary Meeting of Council held on Monday 19 June 2017

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FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS INCLUDED IN A SEPARATE BOOKLET

1. Draft Information/Records Management Policy
2. Draft Information Technology Acceptable Usage Policy

RECOMMENDATION

That the Councillors adopt the Draft Information/Records Management Policy and Draft Information Technology Acceptable Usage Policy.