

Use of City Information Resources Policy

Responsible Division	Corporate Services
Responsible Business Unit	Information Services
Responsible Officer	Manager Digital Solutions and Services
Affected Business Units	All Business Units
ECM Document Set ID	4546026

Purpose

To ensure acceptable use of all Information and Communications Technology (ICT) resources, including the electronic creation, access, storage, processing and transfer of any of the City of Bayswater's (the City) information assets.

Definitions

For the purpose of this policy —

ICT Resources means electronic data exchange, via internal and external data networks, internet access, E-mail and any other electronic data transfer using City of Bayswater equipment and services including the City-approved cloud services and AI-enabled tools and services.

City information assets means information created, received, maintained, transmitted or stored by the City in the course of its operations, in any format (including electronic), including information processed or stored by external service providers on behalf of the City.

Scope

In order to protect the integrity of the City's data and ICT facilities, the City adopts the following policy

1. The use of the City's ICT resources must be consistent with the City's business operations.
2. All persons are accountable for their use of the City's ICT facilities and the handling of information.
3. The network, and its networks are to be used only in a manner that is consistent with the aims and requirements of the City and with this policy, including but not limited to:
 - a) The control of access to information relating to the City's functions, objectives and mission.
 - b) The control of access to all information relating to the City's employees.
 - c) The control of access to all information entrusted to the City by residents of the City of Bayswater.
 - d) The protection of business communications and the City information assets with external parties (including external service providers) that relate to the City's functions objectives and or mission.
 - e) Compliance and reporting

- f) Access to the City’s ICT and Information assets is to be limited to those persons that have a genuine business need-to-know and is to be allocated on a strict least-privilege basis.
- 4. Maintaining relevant professional business relationships with other organisations and agencies.
- 5. Limited personal (occasional use and low network traffic) use is permitted but must not interfere with the City’s business operations.

Improper use of the City’s ICT facilities will be addressed in accordance with this policy and may lead to disciplinary action, criminal prosecution, or both.

Related Legislation

State Records Act 2000

Freedom of Information Act 1992

Privacy Act 1988

WA Government Office of Digital Government Security Policy

Related Documentation

City of Bayswater - Code of Ethics for Employees

City of Bayswater Acceptable Use of Information Technology Management Practice

City of Bayswater – Artificial Intelligence Management Practice

City of Bayswater – Information Handling and Privacy Policy

Document details

Relevant delegations	Nil		
Risk evaluation	High		
Strategic link	<p>Communicate in in a clear and transparent way.</p> <p>Provide the community with useful information about the Council’s policies, services and events and advise the community of engagement outcomes.</p>		
Council adoption	22 May 2018	Resolution	13.5
Reviewed/modified	25 July 2023	Resolution	10.5.1.4
Reviewed/modified	24 February 2026	Resolution	10.5.1.2.1
Next review due	February 2028		