

RICHMOND VALLEY COUNCIL POLICY REGISTER

File No: I.105.00

Policy No: 1.5.1

POLICY:	COUNCIL WEB SITE
FUNCTION:	Information Technology
OBJECTIVE:	To define requirements and guidelines related to publishing information content for Council's web site.
DIRECTORATE:	CORPORATE SERVICES

POLICY:

1. OBJECTIVES

The objectives of this policy are to provide requirements and guidelines for the use of the Richmond Valley Council web site and limit the legal liability of both Council and the users of the web site. The policy applies to all materials loaded on Council web servers, whether hosted at Council or externally.

2. SITE MANAGEMENT

The Richmond Valley Council web site is co-ordinated by the Webmaster under the direction of the Manager Information Technology.

The Webmaster is responsible for the development of templates, style guidelines, methods and standards that facilitate independent publication of information across all Departments and Directorates in a way that reinforces the general architecture and results in an integral, effective and elegant Richmond Valley Council web site.

3. TECHNICAL MANAGEMENT OF THE SITE

Technical development and maintenance of the Richmond Valley Council web site is the responsibility of the Information Technology department.

4. GUIDING PRINCIPLES

All authorised users of the Richmond Valley Council web site are expected to use the web facilities in a manner which will promote Council.

The Richmond Valley Council web site must not be used for sending, displaying, receiving or publicising links to materials which are offensive or illegal and must comply with Policy 1.5.5 – General Use of Computer and Policy 1.5.3 – Use of Electronic Communications.

Each directorate, department or business unit must appoint a Web Co-ordinator to take responsibility to ensure that the information contained on relevant web pages

remains current, accurate and accessible. Each directorate, department or business unit will also have a designated staff member with the task of Web Author.

The role of the designated Web Author for site maintenance will be limited to the publication on the web of material provided by the department, directorate or business unit. Web Authors will not be responsible for the content of the web sites under their control unless they are also designated as the Web Co-ordinator and have dual roles.

Final responsibility for the content and timely supply of content information to Web Co-ordinators and Web Authors will rest with Managers/Directors and Managers/Co-ordinators of business units.

5. COPYRIGHT

Information contained within official pages should not breach the copyright of others. Due care should be taken in linking to other sites which could result in breaching copyright.

Persons publishing information on the site should be aware of:

- Giving away Council's intellectual property, and
- Infringing others' intellectual property rights, including the Council's, particularly, the crest, logos and name of Richmond Valley Council.

Where a staff member wishes to use copyright material on the site, prior written approval must be gained from the holder of the copyright. All such approvals should be lodged with the General Manager.

Confidential information must not be published on any web server without prior approval of the person responsible for such information and the other parties involved.

6. COMMERCIAL ACTIVITIES

Richmond Valley Council web facilities or infrastructure must not be used for commercial purposes or private financial gain.

Richmond Valley Council does not provide web facilities for personal home pages for members of staff, the public or any company/corporation.

7. LEGAL FRAMEWORK

Users of the Richmond Valley Council Web should pay attention to the following Acts:

- The Telecommunications Act (1977)
- Copyright Act 1968 (Commonwealth)

- Trade Marks Act 1995 (Commonwealth)
- Racial Discrimination Act 1975/Racial Hatred Act 1995 (Commonwealth)
- Disability Discrimination Act 1992
- Defamation Act 1974 (NSW)

8. COMPLIANCE

Any publication or application on the site which infringes this policy or significantly restricts or impacts on resources available to others may be removed from the Site on the authority of the Manager Information Technology until the problem is resolved.

9. VARIATION

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