

	POLICY# 1.07 Website Maintenance	Version No:	2
	POLICY AREA	Issued:	Nov 2015
	Administration	Next Review:	Nov 2018

Aims & Objectives

To provide appropriate direction and delegation to Council Officers to maintain the website.

Policy Detail

Document Preparation

Senior staff is responsible for designated areas on the website that are relevant to their particular department. The provision of current, relevant material in relation to each department is the responsibility of the Departmental Manager.

Existing information on Councils Website will be required to be prepared and maintained in an electronic format (preferably PDF) by the relevant Council Officer i.e. Council minutes, Council profile, and business database.

New information to be included on Councils Website will be required to be prepared in an electronic format by the relevant Council Officer and content and uploaded by the appropriate delegated person.

Loading New Information/Documents

Information is to be prepared in a word format by the relevant manager, before being authorised by the Chief Executive Officer prior to loading as a PDF onto the website. All new material must be authorised by the Chief Executive Officer prior to uploading on the site.

Actual uploading and authorisation for the new information to be made live will be carried out by the Administration Assistant or Executive Assistant.

The Unity system provides for a trail to be kept of whom, when and why changes to the site are made. This function enables accurate tracking of changes should this be required at any stage.

All changes made to the system must be logged into the trail with an explanation by staff as to who has requested the changes and who has authorised same (if applicable).

Security of the system is high with only authorised users receiving passwords and security status. Unauthorised individuals will not be able to access the system.

Delegation:

Strategic Link:

Delegation:

Council provides appropriate delegation to staff to ensure current information is uploaded as quickly as possible:

- staff may be given passwords and varying degrees of security status as deemed appropriate by the Deputy Chief Executive Officer.

Sub-Delegation:

- Delegation made to a specific position (including Chief Executive Officer) extends to any person appointed to act in the position.
- In the absence of the Chief Executive Officer, delegation extends to the Deputy Chief Executive Officer.

Documentation: Nil

Authority: Adopted by Council: 10/11/2015 {Motion 7c/112015 }

SIGNED:

Responsible Officer

Date: ____/____/____