Staff Intranet Operational Framework Policy

Section 1 - Background and Purpose

(1) The development and maintenance of a secure online environment dedicated to staff needs.

(2) Improved internal communication outcomes, in particular, the provision of accurate and up-to-date information about the University and its associated entities, including its administration, policies, procedures, services, functions and activities.

(3) Improved business efficiencies through access to user-focused and user-friendly information and applications.

(4) The sharing of knowledge and information.

(5) The University's institutional values.

(6) The University's enabling functions.

(7) The objectives of this policy are to:

    a. define the intention and operational framework of La Trobe University's staff intranet;
    b. enable sound decision-making and planning processes for staff intranet development and review;
    c. determine quality standards for publication on the staff intranet;
    d. provide clear lines of responsibility with regards to the ownership and maintenance of intranet webpages;
    e. limit the legal liability of the University.

Section 2 - Scope

(8) Applies to:

    a. All colleges and divisional units
    b. All campuses
    c. All materials published on the La Trobe University staff intranet. This includes any third party materials that may be hosted on the staff intranet domain.
    d. All site owners and site publishers must comply with this policy and associated guidelines. This includes all staff and contractors who are authorised to publish to the La Trobe staff intranet.
    e. Internal social media channels: Yammer, Cisco Jabber, WebEx.

Section 3 - Policy Statement

(9) The La Trobe University staff intranet is intended to support internal communications and provide La Trobe staff with all the necessary information required to perform their jobs in a highly efficient and effective manner. Unlike the

external corporate website which is intended to house the University's public content, the staff intranet is restricted to a staff-only audience.

(10) Intranet content requires clear ownership and strategic management. All content must be presented in an appropriate format for online delivery, receive an appropriate level of authorisation and be regularly reviewed to ensure accuracy and currency. Content should be relevant to the intended audience and presented in a user-friendly manner.

(11) In addition, intranet content must comply with: relevant La Trobe University policy; relevant State and Commonwealth legislation and international web publishing standards, including accessibility requirements.

Section 4 - Procedure

(12) Refer to the Website and Intranet Compliance Procedure.

Section 5 - Definitions

(13) For the purpose of this Policy:

a. La Trobe University staff intranet:Any webpage that uses the domain intranet.latrobe.edu.au is considered to be part of the La Trobe University staff intranet.
b. Intranet homepage: The homepage is the front page of the intranet and is found at intranet.latrobe.edu.au.
c. Sub-site: A sub-site is a collection of web pages that make up a subsidiary site of the intranet i.e. a college , campus or business unit sub-site.
d. Site owner: This is the person responsible for the content and quality of the sub-site. The site owner (usually the College Pro Vice-Chancellor or head of department or functional head) may delegate intranet content and development tasks to a nominated representative (the site publisher).
e. Site administrator: This is the person who updates and maintains a web page or collection of pages, as specified in the webpage footer of that site.

Section 6 - Stakeholders

Responsibility for implementation – The following University staff have been delegated with intranet responsibilities: Vice-Chancellor; Senior Executive Group; Chief Marketing Officer; Manager, Internal Communications; Site Owners; Site Administrators.

Responsibility for monitoring implementation and compliance – Internal Communications will be responsible for reviewing this policy and related guidelines and procedures, monitoring implementation and compliance, and high level decision making relating to the design and content of the intranet, including top level information architecture.

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