11.3	**WEBSITE**

Applies to: HECIS Co-Ordinator, Office Manager	**Version: 1**
Specific responsibility: HECIS Co-Ordinator, Office Manager	**Date approved: 5.8.14**
	Next review date: Jan 2026

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

The HECIS website www.hecis.org.au is an important means through which HECIS can provide information to its clients, child care centre staff, other agencies and professionals and the community.

The website provides public information on HECIS, including information about

- HECIS vision and values
- HECIS services referral forms
- Resources on HECIS Playgroup, volunteering/employment opportunities
- Service links to other agencies
- Contact details for HECIS service

PROCEDURES

Hosting and technical maintenance

Hosting is provided by Computus Australs. Technical maintenance is accessed by the Computus Australis IT Admin, via email request from HECIS.

In the event of a problem occurring with the website, staff should contact the Office Manager or HECIS Co-Ordinator who will liaise with Computus Australis to rectify issues.

Managing website content

Computus Australis IT is responsible for maintaining the website, loading new content material and removing and archiving obsolete content at the direction of the HECIS Co-Ordinator or Office Manager.

The website will always display:

- Contact details and an email link to the service.
- The service referral forms

Submitting new website content

Staff wanting to have content loaded onto the website should discuss with the HECIS Co-Ordinator.

All material published on the website must be approved by The HECIS Co-Ordinator

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	**Person responsible**	**Approval**
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	**Date Approved**	**Signed**	**Next Review Due**
1	24.1.2023	HECIS Co-Ordinator	Jan 2024
2	30.1.24	HECIS CoOrdinator	Jan 2025
3	28.1.25	HECIS CoOrdinator	Jan 2026
4		HECIS CoOrdinator	
5		HECIS CoOrdinator	
6		HECIS CoOrdinator	