

# Policy Directive



Ministry of Health, NSW  
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Telephone (02) 9391 9000 Fax (02) 9391 9101  
<http://www.health.nsw.gov.au/policies/>

## Software Control and Distribution - NSW Department of Health

**Document Number** PD2005\_243

**Publication date** 27-Jan-2005

**Functional Sub group** Corporate Administration - Communications

**Summary** System for control of software within the Central Administration of DoH.

**Author Branch** Business and Asset Services

**Branch contact** Business and Asset Services 9391 9422

**Applies to** Ministry of Health

**Distributed to** Ministry of Health

**Review date** 27-Jan-2010

**Policy Manual** Not applicable

**File No.** 01/7678

**Previous reference** 2002/31

**Issue date** 20-Feb-2002

**Status** Obsolete

**Obsolete Note** Policy status changed to obsolete on 15 Dec 2014

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

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## CIRCULAR

<b>File No</b>	01/7678
<b>Circular No</b>	2002/31
<b>Issued</b>	20 February 2002
<b>Contact</b>	Peter Tibbitts (02) 9391 9422 Corporate Computing Services

### NSW DEPARTMENT OF HEALTH SOFTWARE CONTROL AND DISTRIBUTION

#### 1. POLICY STATEMENT

This policy relates to the Department's desktop computing and local area network environment.

In order to meet the NSW Department of Health's software licensing obligations, Corporate Computing Services (CCS) is responsible for purchasing, storing and distributing software on behalf of all business units. This policy excludes the control and distribution of software development tools and layered products within the Software Development and Support Group (SDSG). Licences for these products are managed by the SDSG's Manager, Software Quality Assurance.

#### 2. BACKGROUND

Most commercial software is protected by copyright law and made available for use under licensing agreements.

The Department has legal obligations to ensure that it uses software in accordance with these licensing agreements. Pirate software is defined as being copyrighted software that has been illegally copied and used.

The loading of pirate software constitutes both a legal violation and a security breach. Firstly, it violates the copyright law and attracts fines of up to \$250,000 for the Department and \$50,000 for the individual. Secondly, it breaches security by potentially introducing a computer virus.

The Audit Branch and external auditors working on behalf of software suppliers have recommended that the Department of Health centralise the control and distribution of software to take advantage of volume discounts and ensure compliance with licensing agreements.

The Department operates a Standard Operating Environment (SOE) comprising standard hardware and a suite of standard software applications.

Distributed in accordance with circular list(s):

<b>A</b>	<b>30</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	73 Miller Street North Sydney NSW 2060
<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>		Locked Mail Bag 961 North Sydney NSW 2059
<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>P</b>		Telephone (02) 9391 9000 Facsimile (02) 9391 9101

In accordance with the provisions incorporated in the Accounts and Audit Determination, the Board of Directors, Chief Executive Officers and their equivalents, within a public health organisation, shall be held responsible for ensuring the observance of Departmental policy (including circulars and procedure manuals) as issued by the Minister and the Director-General of the Department of Health.

### 3. POLICY GUIDELINES

There are three types of software:

- standard software;
- approved non-standard software; and
- unapproved software.

Standard software are those applications which collectively define the SOE, ie. Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint), e-mail, a Web browser, WinZip, Acrobat Reader and anti-virus software. This software is delivered free of charge.

Approved non-standard software are those applications that have been approved for use within the Department but are additional to the SOE. Examples include Microsoft Access, Microsoft Project, and Flowcharter 2000. In most cases, this software requires a separate licence for each user, which must be paid for by the individual business unit. In some cases, licences for approved non-standard software can be shared (eg. CHRIS, TRIM, SunSystems) and there may be no charge to the business unit. A list of approved non-standard software is published on the CCS Intranet site.

Unapproved software describes any software application that has not been authorised for use within the Department. For software to be approved, there must be a business need and there should be no equivalent product on the list of approved non-standard software. The software must also be fully tested and evaluated using the SOE to ensure that the stability and security of the Department's systems are not compromised.

#### **Purchasing software**

All software is purchased through CCS on behalf of business units upon receipt of a completed *Application to Install / Remove Software* form, which is available on the CCS Intranet site.

Software master copies and proof of licence are catalogued in the Configuration Management Database (CMDB), and individual business unit ownership is recorded for each item of software.

#### **Software Library**

Software master copies and proof of licence are stored in the Definitive Software Library (DSL), which is controlled by strict check-in and check-out procedures.

Wherever possible, software is distributed automatically by CCS from a central location using software deployment tools. In all other cases, it is installed manually by CCS support staff.

#### **Software audits**

CCS performs periodic audits of software in use to identify unapproved software (ie. software that has been loaded onto a PC without the prior approval of the CCS) and verify compliance with licensing agreements. This includes commercial software, shareware, freeware, and open source software downloaded from the Internet, CDs, disks, and other external sources.

#### 4. ENQUIRIES

For further enquiries please contact the Associate Director, CCS on (02) 9391 9422.

Robert McGregor  
**Acting Director-General**

OBSOLETE