



Existing ICT Resources		
Managing Director	Office and home	Windows 10 based Desktop Computers = 2 Business laptop = 1
ICT Section	ManagerICT Support Technician	Windows 10 Pro based Desktop Computers = 2 MS Office and Adobe Suit Applications Maintenance Applications Business laptops = 2
Finance	Chief Finance Officer2 Accounts Officers	Windows 10 based Desktop Computers = 2 Business laptop = 1
Administration	Manager3 Office Assistants	Windows 10 based Desktop Computers = 3 Business laptop = 1
Manufacturing	Head of Manufacturing	Windows 10 based Desktop Computer = 1 Business laptop = 1 AutoCAD software installed
	4 Sheet metal workers	Windows 10 based Desktop Computers = 1 AutoCAD software installed
	8 Welders4 Fitters	Windows 10 based Desktop Computers = 1 in main hall AutoCAD software installed
Human Resources	Manager2 Office Assistants	Windows 10 based Desktop Computers = 3 Business laptops = 3
Sales and Marketing	 Three Offices having 3 Account Managers 	Windows 10 based Desktop Computers = 3
	4 Sales Consultants (Sydney)	Windows 10 based Desktop Computers = 1 Business laptops = 4
	3 Sales Consultants (Melbourne)	Windows 10 based Desktop Computers = 1 Business laptops = 2
	6 Sales Consultants (Brisbane)	Windows 10 based Desktop Computers = 2 Business laptops = 3
	3 Designer / Estimators – one at each Sales Office	Business laptops = 3 Adobe Suite Applications installed AutoCAD installed SalesTRAC Software installed
Additional ICT Hardware	 5 all-in-one Printers 1 large multipurpose printer 6 Projection systems (1x3 for sales offices, 2 for head office, 1 for manufacturing unit) 	3 Printers located at Sales Offices 1 Printer located at Administration Section 1 Printer located at Finance Section 1 large multipurpose printer located in main hall of Manufacturing Section
Internet Access	ISP Telstra	Each Office / location has its own internet access Wi-Fi access is available
Network	Standard Modem-based Network	Each section is connected within, but no centralized servers or one access point for all network
Access Policies	Internet Access Policy	Based on Privacy Act 1968





Notes

- No Antivirus or Security Software installed
- Business laptops are two to three years old with modest specifications except for Managing Director and Human Resources where laptops are replaced every two years and specifications are high-end
- Desktop computers are three years old and hardware is updated as needed