ITEM NUMBER: 7.1

ATTACHMENT 3

CONDFIDENTIAL STANDING ITEMS - APRIL 2021 (Report No: 115/21)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Audit Committee Members upon the basis that the Audit Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that the Audit Committee will receive, discuss or consider:

e. matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person.

Rec	Agreed Action	Detail of Action	Estimated Completion Date	Revised Completion Date	Action Officer	Status	Comments
1	1.1	Finalise vacant positions: - Manager Innovation & Technology Services - Team Leader Technology Operations	2/11/2020		GM, S&BS	Completed	
1	1.2.1	Provision of Information Technology Specialist Services	29/01/2021		Manager, I&T	Completed	Contract signed 10/12/2020. Contract will provide services to assist with the recomendations of the report.
1	1.2.2	Define leadership, organisational structure across both CHB and Alwyndor	29/01/2021	5/03/2021	Manager, I&T	In Progress	1/2/21 - CIO Services have been engaged to revioew cureent structure and define future roles and capability and make recommendations. 9/3/21 - Draft IT Operations Review and Action Plan provided that recomends the leadership, organisational structure across both CHB and Alwyndor, see Section 4 of the report. 30/3/21 - IT Operations Review and Action Plan approved which defines the structure across both CHB and Alwyndor.
1	1.3.1	Define internal staff capabilities/responsibilities across both CHB and Alwyndor.	29/01/2021	5/03/2021	Manager, I&T	In Progress	1/2/21 - CIO Services have been engaged to revioew cureent structure and define future roles and capability and make recommendations. 9/3/21 - Draft IT Operations Review and Action Plan provided that details the internal staff capabilities/responsibilities across both CHB and Alwyndor, see Section 4 of the report. 30/3/21 - IT Operations Review and Action Plan approved which defines internal staff capabilities/responsibilities across both CHB and Alwyndor.
1	1.3.2	Mitigate internal gaps by procuring external resources.	26/03/2021	30/06/2021	Manager, I&T		External Resources will be identified and a tender process required for managed services. 9/3/21 - Draft IT Operations Review and Action Plan provided recomends the utilisation of 3rd party vendors for transactional and technically specialised requirements (especialy Cyber Security), see Section 4 of the report. 30/3/21 - IT Operations Review and Action Plan approved which enables the mitigation of internal gaps by procuring external resources.
2	2.1	Develop an approved information security strategy model for both CHB and Alwyndor that: - Assess the security requirements - Performs a gap analysis - Prioritises initiatives and build a security roadmap - Plans for the transition - Executes and maintain	25/06/2021	30/06/2021	Manager, I&T	Not Commenced	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a information security strategy, see section 5.3 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
3	3.1	Developed and implement a process to: - Commission an internal Cyber Security panel - Record security reviews and audit recommendations - Analyse the recommendations - Document the agreed actions including responsible person(s) and completion date/time - Review agreed actions to ensure recommendations are mitigated	26/03/2021	31/05/2021	Manager, I&T	Not Commenced	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a information security strategy, see section 5.3 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
4	4.1	Develop standard policies to cover the following areas for both CHB and Alwyndor: - information security - mobile devices and teleworking - acceptable use of assets - human resource screening - asset management - information classification - supplier management - media handling (e.g. use of portable media) - access control	30/04/2021		Manager, I&T	Not Commenced	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a process to achieve this action, see section 6 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
4	4.2	Develop an approval process with Senior Leadership Team.	30/04/2021		Manager, I&T	On Track	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a process to achieve this action, see section 6 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
4	4.3	Develop an approved review process.	30/04/2021		Manager, I&T	On Track	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a process to achieve this action, see section 6 of the report. 30/3/21 - IT Operations Review and Action Plan approved.

Rec	Agreed Action	Detail of Action	Estimated Completion Date	Revised Completion Date	Action Officer	Status	Comments
5	5.1	Develop an approved periodic risk assessment process covering the following: - Information Security Policies - Information security roles and responsibilities - Terms and conditions of employment - Asset management - Access control - Cryptography - Operations Security - Communications security - Systems acquisition, development and maintenance - Suppliers relationships - Information security incident management - Information security aspects of business continuity management - Privacy and protection of personally identifiable information - Vulnerability assessments - Penetration assessments - Friendly phishing	25/06/2021		Manager, I&T	In Progress and on Track	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a process to achieve this action, see section 6 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
6	6.1	Develop and implement an approved policies and procedures to protect the organisation's systems and information that is accessible to ICT outsourcers and other external suppliers. Process to be applied to current and future providers involves: - Risk assessment - Screen and auditing - Selecting clauses in agreements based on above - Access control - Compliance monitoring - Termination of the agreement	26/02/2021	31/03/2021	Manager, I&T	In Progress and on Track	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a process to achieve this action, see section 6 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
6	6.2	Service delivery by external suppliers to be monitored and reviewed/audited against the contracts/agreements and including service changes.	26/02/2021	31/03/2021	Manager, I&T	In Progress and on Track	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a process to achieve this action, see section 6 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
7	7.1	Develop and implement an approved incident management framework and workflow.	26/03/2021		Manager, I&T	Not commenced	9/3/21 - Draft IT Operations Review and Action Plan provided recomends a process to achieve this action, see section 5.3 of the report. 30/3/21 - IT Operations Review and Action Plan approved.
8	8.1	Complete update of CHB Disaster Recover Plan	1/12/2020	31/03/2021	Manager, I&T	In Progress	Draft completed. Currently being reviewed by CIO Services. 30/3/21 - IT Operations Review and Action Plan approved. The action plan recomemnds a re-write the Disaster Recovery plan to accurately reflect the current environment and include clear information on what constitutes and evokes the plan.
8	8.2	Complete update of the Alwyndor Disaster Recovery Plan to include any comments from the business.	1/02/2021		Manager, I&T	In Progress	Draft completed. Awaiting approval by Alwyndor Executive. 30/3/21 - IT Operations Review and Action Plan approved. The action plan recomemnds a re-write the Disaster Recovery plan to accurately reflect the current environment and include clear information on what constitutes and evokes the plan.
9	9.1	Expand the utilisation the MDM to include all laptops, CHB/Alwyndor issued mobile phones and BYOD where staff request access to CHB and Alwyndor systems.	29/01/2021	30/04/2021	Team Leader, TO	In Progress	Impementation expected by end April 2021. 9/3/21 - Currently have all laptops synced to [redacted] MDM for management in a hybrid cloud environment. Commenced testing of MDM policies for mobile phones. MDM policy set for new mobile devices and began developing a plan to deploy to existing mobile devices. 9/4/21 - All laptops are now managed fully and remote wipeable, have successfully tested mobile policies both for corporate handsets and byod. Are currently working on restricting access to outlook when not enrolled with MDM and a project plan to get staff setup on MDM
9	9.2	Enable Two Factor Authentication (2FA)	29/01/2021	30/04/2021	Team Leader, TO	In Progress	Implementation expected by end April 2021. 9/3/21 - Currently in testing phase. Microsoft 2FA for external access at Holdfast currently enabled for IT Admins. Servers, backups and internal password safe are now 2FA enabled by [redacted] MFA to prevent unauthorised access. Will commence at developing policies on 2FA for all staff when on remotely accessing services. 9/4/21 - policies for staff using 2FA for accessing external systems are setup, need a pilot group and to discuss how we get staff to use their mobile device for the 2FA request

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9	9.3	Develop and Authorise a Mobile Device Policy	29/01/2021	30/04/2021	Team Leader, TO	In Progress	9/3/21 - Draft mobile device policy almost complete. Will finialise and send to Manager, I&T to review. Policy can be used at both CHB and Alwyndor. 9/4/21 - have completed mobile device policy, sending to Manager IT&T today, have drafts of an acceptable use policy and incident management policy.
10	10.1.1	Implement an automated network inventory, discovery and asset management tool that gathers hardware and software information of computers and other devices on a computer network for management, compliance and audit purposes for both CHB and Alwyndor.	29/01/2021	28/02/2021	Team Leader, TO	In Progress	9/3/21 - Implemented [redacted] (trial licence) to provide auditing of hardware and software on both CHB and Alwyndor networks. Currently waiting on license purchasing to standardise the asset auditing system. Cost approximatly $1,600 per year per site. 9/04/21 - Have setup and licensed [redacted] at both Holdfast and Alwyndor
10	10.1.2	Implement an automated network inventory, discovery and asset management tool that gathers hardware and software information of computers and other devices on a computer network for management, compliance and audit purposes for both CHB and Alwyndor.	26/02/2021		Team Leader, TO	In Progress	9/3/21 - Implemented [redacted] (trial licence) to provide auditing of hardware and software on both CHB and Alwyndor networks. Currently waiting on license purchasing to standardise the asset auditing system. Cost approximatly $1,600 per year per site. 9/04/21 - Have setup and licensed [redacted] at both Holdfast and Alwyndor
11	11.1	Complete stage 2 of the Information Management Change Program (incorporating Alwyndor as an additional stakeholder).	30/06/2021		Manager, I&T	Not commenced	Commencement on target for early 2021. Planned to meet completion date.
12	12.1	Update the ICT induction process for both CHB and Alwyndor to include the following topics: - Information and Communication Technology Security - Cyber security incorporation Scam and phishing emails - Acceptable Use of Information and Communication Technology - Use of email, internet and social media - Information Management Record	29/01/2021	31/03/2021	Team Leader, TO	In Progress	9/3/21 - A standarised template and infograph for inductions developed for both CHB and Alwyndor that includes: -- Acceptable Use of Information and Technology -- Use of email, internet and social media -- Cyber security information and how to identify phishing emails (Note; still in progress for signed off policy documents to include links for new users) 9/4/21 - Some minor tweaks to this process is being completed, almost completed
13	13.1	Utilise the LGRS Be Security Smart Program for awareness training.	25/06/2021		Manager, I&T	In Progress	9/3/21 - Videos downloaded to be incorporated into the staff induction process. 9/4/21- Videos downloaded incorporated into the staff induction process.
14	14.1	All new employees and contractors appointed to the City of Holdfast Bay, who access to systems and information that can be critical and sensitive in nature will now be required to undertake DHS Vulnerable Persons screen test. DHS Vulnerable Persons screen test to be reviewed every three years.	1/12/2020		Manager, I&T	Completed	
14		All current employees who access to systems and information that can be critical and sensitive in nature will now be required to undertake DHS Vulnerable Persons screen test. DHS Vulnerable Persons screen test to be reviewed every three years.	1/12/2020		Manager, I&T	Completed	
14		All current contractors appointed to the City of Holdfast Bay, who access to systems and information that can be critical and sensitive in nature will now be required to provide DHS Vulnerable Persons screen test.	1/12/2020		Manager, I&T	Completed	