

ITEM NUMBER: 7.1

ATTACHMENT 2

CONFIDENTIAL STANDING ITEMS

- FEBRUARY 2021

(Report No: 53/21)

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 Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council 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.**

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CYBER SECURITY REVIEW - ACTION PLAN

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 recommendations 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	CIO Services have been engaged to review current structure and define future roles and capability and make recommendations.
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	CIO Services have been engaged to review current structure and define future roles and capability and make recommendations.
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.
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	
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	
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	
4	4.2	Develop an approval process with Senior Leadership Team.	30/04/2021		Manager, I&T	On Track	
4	4.3	Develop an approved review process.	30/04/2021		Manager, I&T	On Track	
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	

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Rec	Agreed Action	Detail of Action	Estimated Completion Date	Revised Completion Date	Action Officer	Status	Comments
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	
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	
7	7.1	Develop and implement an approved incident management framework and workflow.	26/03/2021		Manager, I&T	Not commenced	
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.
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.
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	Implementation expected by end April 2021.
9	9.2	Enable Two Factor Authentication	29/01/2021	30/04/2021	Team Leader, TO	In Progress	Implementation expected by end April 2021.
9	9.3	Develop and Authorise a Mobile Device Policy	29/01/2021	30/04/2021	Team Leader, TO	In Progress	Implementation expected by end April 2021.
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	
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	
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	31/01/2021	31/03/2021	Team Leader, TO	In Progress	
13	13.1	Utilise the LGRS Be Security Smart Program for awareness training.	25/06/2021		Manager, I&T	Not commenced	
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	