ITEM NUMBER: 7.4

ATTACHMENT 2

CONFIDENTIAL
INTERNAL AUDIT PROGRAM REPORT
(Report No: 72/22)

Pursuant to Section 87(10) 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.**

Cyber Security Follow Up Audit - Feb/March 2022

Attachment 2

Agreed Action	Cyber Security - Recommendation Implementation Detail	Audit Risk Rating – CHB	Audit Risk Rating – Alwyndor	Estimated Completion Date	Revised Completion Date	Action Officer	Status	Comments
1.1	Finalise vacant positions: - Manager Innovation & Technology Services - Team Leader Technology Operations	High	High	2/11/2020		GM, S&BS	Completed	
1.2.1	Provision of Information Technology Specialist Services	High	High	29/01/2021		Manager, I&T	Completed	
1.2.2	Define leadership, organisational structure across both CHB and Alwyndor	High	High	29/01/2021	30/07/2021	Manager, I&T	Completed	
1.3.1	Define internal staff capabilities/responsibilities across both CHB and Alwyndor.	High	High	29/01/2021	30/07/2021	Manager, I&T	Completed	
1.3.2	Mitigate internal gaps by procuring external resources.	High	High	26/03/2021	31/12/2021	Manager, I&T	Completed	MSP tender completed and Simm IT (new provider) commenced for both Council and Alwyndor on 13/12/2021.
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	High	High	25/06/2021	31/12/2021	Manager, I&T	In Progress	The draft information security strategy will be finalised with appropriate actions identified in order to appropriately mitigate any security risks. These actions will be monitored to completion via the regular, ongoing security reviews and reporting. Requirements met within Information Security Procedure & Cyber Security Procedure (Draft created, next steps internal review before SLT) documentation.
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	High	High	26/03/2021	31/12/2021	Manager, I&T	In Progress	The draft information security strategy will be finalised with appropriate actions identified in order to appropriately mitigate any security risks. These actions will be monitored to completion via the regular, ongoing security reviews and reporting. Requirements met within Information Security Procedure & Cyber Security Procedure (Draft created, next steps internal review before SLT) documentation.
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	High	Medium	30/04/2021	30/10/2021	Manager, I&T	Completed	
4.2	Develop an approval process with Senior Leadership Team.	High	Medium	30/04/2021	30/11/2021	Manager, I&T	Completed	
4.3	Develop an approved review process.	High	Medium	30/04/2021	30/11/2021	Manager, I&T	Completed	

Agreed Action	Cyber Security - Recommendation Implementation Detail	Audit Risk Rating – CHB	Audit Risk Rating – Alwyndor	Estimated Completion Date	Revised Completion Date	Action Officer	Status	Comments
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	High	Medium	25/06/2021	30/11/2021	Manager, I&T	In Progress	The draft risk assessment review will be finalised with appropriate actions identified in order to appropriately mitigate all risk areas. These actions will be monitored to completion via the regular, ongoing risk reporting.
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	High	Medium	26/02/2021	30/11/2021	Manager, I&T	In Progress	Policies updated based on Leadership Team consultation. Policies sent back to STF for final approval. Following this polices that reference EMs will need to be approved by Council. Following that publish to Council and Alwyndor and provide staff education.
6.2	Service delivery by external suppliers to be monitored and reviewed/audited against the contracts/agreements and including service changes.	High	Medium	26/02/2021	Ongoing	Manager, I&T	In Progress	As suppliers come up for renewal of services provided, I&T review the contracts/agreements including service delivery to ensure value for money. This is an ongoing process. LR 2/2/22 - Current vendors we have reviewed and moved away from due to cost saving or service improvement: New Era, Rutland Technologies, Red Bass Consultants, NIW, CVT (Periscope), Sinefa, Azentro, Calibre1 and Solarwinds
7.1	Develop and implement an approved incident management framework and workflow.	High	High	31/12/2021	30/07/2021	Manager, I&T	Completed	
8.1	Complete update of CHB Disaster Recover Plan	High	High	1/12/2020	30/07/2021	Manager, I&T	Completed	
8.2	Complete update of the Alwyndor Disaster Recovery Plan to include any comments from the business.	High	High	1/02/2021	30/07/2021	Manager, I&T	Completed	
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.	High	High	29/01/2021	31/12/2021	Team Leader, TO	In Progress	Laptops completed and environment fully set up for mobiles. New CHB mobiles provided to staff are MDM managed and continuing to retro fit to existing Council mobiles. Deployed MDM to all staff devices (Exec being completed next week)
9.2	Enable Two Factor Authentication (2FA)	High	High	29/01/2021	31/12/2021	Team Leader, TO	In Progress	MFA deployed to all Council staff. Currently working with EMs to rollout MFA. EMs are the final group, Liaising with Executive Officer & Personal Assistant to the Mayor to roll out MDM to EMs.
9.3	Develop and Authorise a Mobile Device Policy	High	High	29/01/2021	30/11/2021	Team Leader, TO	In Progress	Policies updated based on Leadership Team consultation. Policies sent back to SLT for final approval. Following this polices that reference EMs will need to be approved by Council. Following that publish to Council and Alwyndor and provide staff education.
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.	High	Medium	29/01/2021	28/02/2021	Team Leader, TO	Completed	

Agreed Action	Cyber Security - Recommendation Implementation Detail	Audit Risk Rating – CHB	Audit Risk Rating – Alwyndor	Estimated Completion Date	Revised Completion Date	Action Officer	Status	Comments
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.	High	Medium	26/02/2021	28/02/2021	Team Leader, TO	Completed	
11.1	Complete stage 2 of the Information Management Change Program (incorporating Alwyndor as an additional stakeholder).	High	Medium	30/06/2021		Manager, I&T	Not commenced	Project defined in Technology Roadmap to cover both Council and Alwyndor and revised commencement date to be define as part of the investment prioritisation process.
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	Medium	Low	29/01/2021	30/07/2021	Team Leader, TO	Completed	
13.1	Utilise the LGRS Be Security Smart Program for awareness training.	Medium	Low	25/06/2021		Manager, I&T	Completed	
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.	Medium	N/A	1/12/2020		Manager, I&T	Completed	
	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.	Medium	N/A	1/12/2020		Manager, I&T	Completed	
	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.	Medium	N/A	1/12/2020		Manager, I&T	Completed	