

## CP.63 ICT Remote Access Management

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.5153
<i>Resolution Date</i>	16/10/2024
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Council Policy CP.3 Code of Conduct for Councillors, Committee Members and Candidates Council Policy CP. 65 ICT Security Access Policy Management Policy MP.1 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff Working from Home Agreement
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22

### OBJECTIVE

This policy outlines the controls associated with providing remote access to the Shire of Northam’s Information and Communications Technology (ICT) network for its Council Members, employees and contractors.

### SCOPE

This policy is applicable for remote access to the Shire’s ICT network by Council Members, employees and contractors through Virtual Private Network (VPN) connections via a Shire owned device.

### POLICY

- Council Members and employees are required to utilise VPN on a Shire owned device in accordance with the Shire’s Code of Conduct.
- Contractors should sign a formal agreement for remote access requirements. This is to be recorded within the Shire’s Central Records system.
- Where a formal ‘Working from Home Agreement’ for employees has been agreed, a copy of the ‘Working from Home Application Form’ must be signed by all parties.
- ICT service desk can give remote VPN access to approved Council Members, employees and contractors. For staff who do not have work laptops, loan laptops are prepared for VPN access by the ICT service desk.
- Rights are revoked immediately upon Council Member and employee departure or contract cessation.

- Details of members on the 'Remote Access' Active Directory group will be cross checked with valid Council Members, employees or contractors. Any account found not to be valid will be removed from the group.
- Information shall be reviewed on quarterly basis to ensure that remote access is not available to any Council Member, employee or contractor who should not have access.