

3.2.5 IT PHYSICAL SECURITY POLICY

1. Policy Overview

This policy is formulated to establish comprehensive physical security protocols for IT equipment within The Shire of Kent. These protocols are aimed at mitigating unauthorised access, theft and potential damage.

Equipment within The Shire of Kent, aimed at mitigating unauthorised access, theft and potential damage. These protocols are aimed at mitigating unauthorised access, theft and potential damage. The Shire of Kent historically maintains a very low risk profile in terms of in terms of the occurrence of

2. Access Control

- a. Restrict access to designated staff within The Shire of Kent through role-based access controls where appropriate.
- b. Implement secure entry points with individual swipe card or keypad-based access points

3. CCTV Surveillance Measures

- a. If theft or damage to IT equipment takes place, conduct a requisite assessment on the implementation of a CCTV network
- b. Ensure any CCTV system deployed provides optimal camera coverage of entry points and critical areas.
- c. Regularly review surveillance footage for anomaly detection and suspicious activities.

4. Locking Mechanisms

- a. Employ high-security locks on building entry points.
- b. Ensure core server/ networking equipment is housed in lockable cabinets.
- c. Conduct periodic assessments and upgrades to ensure the resilience of lock mechanisms.

5. Environmental Controls

- a. Ensure equipment is not exposed to weather elements that exceed manufacturer limits in regard to moisture, temperature and humidity.
- b. Install fire suppression systems and/or appropriate extinguishers in key points of building.

6. Inventory Management

- a. Maintain an up-to-date inventory of all IT equipment within The Shire of Kent using a centralised asset management system.
- b. Conduct audits to reconcile physical equipment with the asset management database.
- c. Promptly report and investigate any discrepancies in the inventory.

7. Visitor Access

- a. Implement a visitor management system for external individuals entering The Shire of Kent, ensuring traceability.

- b. Provide escorted access to visitors in areas containing sensitive IT infrastructure.
- c. Communicate and enforce security protocols to all visitors.

8. Equipment Marking and Tracking

- a. Clearly label all IT equipment within The Shire with unique identifiers for easy tracking.
- b. Utilise a robust asset tracking system to monitor equipment movement and changes in status.
- c. Regularly update the asset tracking database to maintain accuracy.

9. Documentation and Compliance

Periodically review and update the security policy to align with emerging threats and industry standards.

10. Review and Revision

This policy will undergo an annual review and be updated as necessary to address evolving security requirements, technological advancements, and organisational changes within The Shire of Kent.

Document Control

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Next Review Due	This policy will be reviewed annually or more often where circumstances require.
Legislation:	<i>Local Government Act 1995</i>
Related Documents:	N/A