

## *Our Vision*

Nambucca Valley ~ Living at its best

## *Our Mission Statement*

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

### **1.0 Policy Objective**

The purpose of this Policy is to provide guidelines regarding all wireless networks installed on Council's network to ensure they are secure, reliable, managed and to prevent interference with other users of the wireless spectrum.

### **2.0 Related Legislation/Policies**

ICT Change Management Policy No CS 24  
Code of Conduct Policy No's G 04, G 20, G 21 and G 22  
ICT Strategy 2012-2026

### **3.0 Definitions**

**"Access Point"** is a device that provides radio signal connectivity for wireless LAN clients and a wired connection bridging the wireless and wire line networks.

**"Point to Point"** is a connection between two radio antennas that cannot be accessed by any other wireless radios.

**"Multi-Point"** is an Access Point with allows multiple devices to connect to the device

**"ICT"** means Information and Communication Technology

### **4.1 Policy Content**

This Policy is to ensure that all wireless networks controlled by ICT are managed through an established process.

This policy provides a framework for reporting and managing:

- Configuration of Access Points and NBN Mobile connections
- Connection of Council equipment and BYOD devices to Council managed wireless networks

### **4.2 Scope**

This policy applies to all wireless networks controlled by ICT which includes internal use and public use multi-point Access Points as well as Mobile Data connections. This policy does not cover NBN fixed wireless connections.

### **4.3 Internal Use Access Points**

Council has numerous internal use only Wi-Fi Access points which are preconfigured on all Council issued laptops, tablets and mobiles to synchronise applications and data and allow access to some Council systems without the use of a mobile data connection. The Access Points are not available to BYOD or public devices. The Wi-Fi password is managed by ICT and the connection will be set up by ICT staff and the password is not to be disseminated outside of ICT.

### **4.4 External Use Access Points**

External Access Points are available at the Macksville and Nambucca Heads libraries and access to these wireless networks is controlled by a time limited voucher available from library staff.

The libraries also have tablets that are permanently connected to the External Access Points which do not have a time limited expiry. These tablets are to be set up by ICT and the passwords are not to be disseminated outside of ICT.

### **4.5 Point to Point Access Points**

Council utilise Point to Point Access Points to connect remote offices to the main Council network. These connections currently run from the Macksville STP to the Macksville Depot, from the Macksville Depot to the Macksville Administrative building and from Macksville Depot to the Pound. These connections utilise high frequency directional antennas over long distances on licensed or public frequencies.

### **4.6 Mobile wireless**

Some laptops, tablets and most mobiles supplied by Council are connected to the internet via the mobile network using Council SIM cards. These connections are controlled by ICT and devices are managed by a MDM system for security and data loss prevention.

There are also SMS only systems used in the Libraries and across the water and sewerage network using mobile wireless connections. These systems are also managed by ICT in conjunction with staff from the Libraries and Water/Sewerage departments.

Staff are to be made aware of the data usage limits associated with all equipment supplied to them to ensure excess data charges are not incurred.

### **4.7 Responsibilities**

#### **Manager ICT**

The Manager ICT is to ensure all wireless connections are documented and managed in accordance with this policy. The Manager ICT is responsible for the overarching governance and implementation of the Policy throughout the Council and ensuring that all employees are fully aware of the Council policy and process and have received appropriate training.

The Manager ICT is also responsible for the development and monitoring of the adherence to the Policy.

#### **ICT Section**

The ICT Section will follow the guidelines of this policy to ensure only approved equipment is connected to the Wi-Fi networks and that any Council issued equipment capable of radio communication meets required standards.

The ICT section will ensure staff are aware of their obligations when being issued equipment with radio communications capabilities. This includes internal policies regarding internet and email access and use of personal computers.

## 5.0 History

New Policy

<b>Department:</b>	<b>Corporate Services</b>	<b>Last Reviewed</b>	<b>Resolution Number</b>
<b>Policy Category</b>	Organisation	24 Oct 2022	By MICT
<b>Endorsed By:</b>	AGMCS		
<b>Approval Authority:</b>	General Manager		
<b>Policy Owner:</b>	ICT		
<b>Contact Officer:</b>	Manager ICT		
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