

## Administration 11 - SERVER ROOM MANAGEMENT

### Overview

The Shire's Server Room is a sensitive work-area containing the server and electronic archive records for the Council. The IT Section will be responsible for operationalizing this policy and provide recommendations to management to update the policy for best server room management practices.

#### 1. Purpose

- 1.1. This policy establishes the guidelines for access to the server room, fire risk management and environmental management to best ensure longevity of the hardware.

#### 2. Scope

- 2.1 This policy applies to all Shire staff, users, and contractors that create, deploy, or support information technology for the Shire of Christmas Island.

#### 3. Access Policy

- 3.1 The only staff member permitted to enter the server room is the IT Officer. The IT Officer will be the sole staff member allocated with a key.
- 3.2 There shall be two keys only for the server room; one with the IT Officer and one with the CEO.
- 3.3 The IT Officer may request the assistance of fellow staff in the server room only when they are present either in person or by phone to assist if the IT Officer is off-site.
- 3.4 No non-Shire staff are permitted to be in the server room without direct supervision by the IT Officer. This includes contractors and maintenance personnel.

#### 4. Fire Risk Management

- 4.1 Fire extinguishers shall be kept ready in the vicinity of the server room. These extinguishers will be checked as needed and kept valid in readiness as required.
- 4.2 Records of the fire extinguisher safety checks shall be kept by the Building and Health section of the Shire.

#### 5. Environmental Management

- 5.1 The Shire shall ensure that the air-conditioning units in the server room remain in working order.
- 5.2 Should the air-conditioning facility fail without the ability to be repaired, it must be replaced entirely as soon as possible.

#### 6. Physical Security

- 6.1 The door to the server room will be locked at all times.
- 6.2 The doors leading to the finance section will be locked after the office closes for the day; similarly the building itself will be secured at the end of the day.

**Document Control Box**

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1	Approved	21/3/2023	Chris Su	15/23			