



# **POLICY - PROVISION, OPERATION and MANAGEMENT of CORPORATE IPADS FOR COUNCILLORS**

Adopted by Council 9 July 2014, Resolution No 2014/203  
Amended by Council 12 September 2018, Resolution No 2018/226  
Adopted by Council 10 September 2025, Resolution No 2025/509

Version Number	Created By	Adopted by Council	Next Review
1	Finance & Corporate Strategy Dept	9/07/2014	1/07/2018
2	Finance & Corporate Strategy Dept	12/09/2018	11/09/2022
3	Finance and Corporate Strategy	10/09/2025	09/09/2029

## **The Device**

Each Councillor will be provided with a Council supplied iPad in accordance with the Councillor Expenses and Facilities Policy, for the purpose of disseminating Council information to enable the Councillor to execute his/her duties in respect of the role of Councillor. *Non Council provided devices shall not be configured or supported for this purpose.*

- The iPad will be provided with a protective cover inclusive of keyboard.
- A data plan shall be applied to each Councillor's iPad.
- International data roaming will be disabled by default. Should this facility be required it must be arranged through the General Manager.

## **Applications**

An adopted set of applications (apps) shall be installed to the device and only these applications shall be supported by Council.

## **Security**

As the iPads are configured to access the Councillor's email and other features, security of the iPad must be treated seriously, including closed meeting reports and other confidential information.

All Councillors must provide a passcode to the iPad to secure access to the device.

The Finance & Corporate Strategy Department must be notified immediately if an iPad is lost or stolen. The entire contents, including private information, will be deleted from the lost or stolen iPad.

## **Support**

All requests for support should be sent to [councillorrequests@narromine.nsw.gov.au](mailto:councillorrequests@narromine.nsw.gov.au)

## **Email**

Council provided iPads will be configured to access the Councillor's corporate email address, [e.g. crjoe.bloggs@narromine.nsw.gov.au](mailto:e.g.crjoe.bloggs@narromine.nsw.gov.au).

All Councillors are required to complete cyber security awareness training on an annual basis through Council's preferred training provider.

## **Data**

Locally stored data on the iPad is not backed up in any way and accordingly, the storing of data on the iPad is done so at the risk of the Councillor.

Personal data such as photos, may be stored on the iPad at the Councillor's own risk. If the device needs to be reset to factory default settings, every effort will be made (without guarantee) to preserve personal or non Narromine Shire Council data.

## **Code of Conduct**

iPads have the ability to browse the Internet and accordingly, inappropriate use of these devices will be considered as a breach of Council's Code of Conduct and disciplinary action may be taken as appropriate.

Clause 8.20 of Council's Code of Conduct states "You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation".

The Code of Conduct further states that:

"8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.

8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.13 You must council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised, and proper payment is made where appropriate."

## **General Conditions of Use**

- Councillors are responsible for the safe keeping of the device.
- This is a Council resource and is for Council use only.
- "Find My iPad" Location Services are to remain on at all times.
- Council will monitor the data usage on the devices
- Councillors must not sign into the device or any of its apps with their non-Council ID.

## **End of Term**

On completion of term of office as a Councillor or at the cessation of civic duties and where requested, Councillors are required to return the iPad and all accessories to Council at the preceding Council meeting prior to the elections. If this is not possible, it should be returned within 28 days from the last Council meeting.

## **Council Issued iPad Details**

iPad Serial Number	
iPad Model	
Accessories issued	

I acknowledge that I have received the above iPad. I have read and understood this iPad Policy and declare that I will observe the terms and conditions outlined governing the use of the Council provided iPad.

Councillor.....Signature.....

Date .....