



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

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

The Device

Each Councillor will be provided with a Council supplied iPad in accordance with Clause 34 (h) of the "Payment of Expenses and Provision of Facilities for Mayor and Councillors" 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 iPads shall not be configured or supported for this purpose.*

- The iPad will be provided with a standard cover inclusive of keyboard, warranty pack, screen protector and commissioning of mobile data service.
- A data plan shall be applied to each Councillor's iPad. Please note that international data roaming will be disabled by default. Should this facility be required it must be arranged through the IT Department.

Applications

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

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. Should the iPad be lost or stolen, the IT Department has the ability to remotely delete the entire contents of the iPad, including any private information that may be stored on the iPad, and accordingly the Finance and Corporate Strategy Department should be notified immediately so the appropriate action can be taken.

Support

All requests for support will be via NSC IT support

Ph 02 6889 9999,

Email it@narromine.nsw.gov.au

else support can be requested via the Director of Finance and Corporate Strategy.

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).

Data

NO DATA STORED ON THESE DEVICES IS BACKED UP IN ANY WAY. Accordingly, the storing of data on the iPad is done so at the risk of the Councillor. To reduce the impact on the storage capacity of the iPads, old data may need to be erased at some point however all previous business papers and minutes are available on the Council website. Any non Narromine Shire Council data shall be treated as personal data and it is placed on this iPad at the risk of the Councillor.

Personal data such as photos or music may be stored on the iPad however this is done so at the risk of the Councillor. Should the device be required to be reset to factory default, every effort (but no guarantee) will be attempted to save personal or non Narromine Shire Council data.

Code of Conduct

One of the standard functions of the iPad is the ability to browse the Internet. Accordingly, inappropriate use of this device may be considered as a breach of Council’s Code of Conduct and disciplinary action may be taken as appropriate. Clause 7.19 of Council’s Code of Conduct states “You must not use council’s computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature”.

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.
- All lost or stolen iPads should be reported as soon as practicable.
- “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 as soon as practicable, but within 28 days.

Council Issued iPad Details

iPad Serial Number	
iPad UDID	
iPad Password	
Dashboard Password	
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