



Blackall-Tambo
Regional Council

Mobile Phone Policy

(Personal Use)

11 November 2014

Policy Number: Admin 22

Version Number: Two

Chief Executive Officer
Ken Timms

Mayor
Cr Barry Muir

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Mobile Phone Policy (Personal Use)

1 RESOLUTION

15/11A/14

2 SCOPE

- To ensure personal mobile phone use while at work does not interfere with the performance of other employee's work-related responsibilities.
- To ensure personal mobile phone use is not disruptive to other employees.
- To ensure the rules relating to personal mobile phone use are applied consistently across the business.

3 CONDITIONS FOR PERSONAL MOBILE PHONE USAGE

- Personal mobile phone use is not allowed. To use your mobile phone, permission is given on a case by case basis.
- You may be allowed to use your personal phone at work and have it turned on:
 - if your manager has given you authorisation to use it,
 - that most of the calls you receive on your phone are for work purposes, with exception to those who work/volunteer for emergency services.
 - if you are given authorisation and the phone call is personal you must keep the call less than three minutes,
 - and you have signed the form from section 5 in this policy.
- Note: If you change Managers, you will need to get approval again. Approval is assigned by each Manager for their staff.
- Council understands the importance of mobile phones for security purposes and for urgent contact by family and other close, personal contacts. However, general, non-urgent personal mobile phone use is distracting and is not permitted during paid working time.
- Council will also reimburse employee's mobile phone call costs when the employee uses their mobile phone for Council business; however this is to be first negotiated with Council before the use of your personal mobile phone.
- Additionally, during paid working time, employees are NOT permitted to use any other functionality provided by their mobile phone including, but not limited to, personal messaging (whether by text or voice), surfing the internet, sending personal emails, playing music, downloading material or taking photographs or video recording (except if you are using these functions for work purposes).
- During paid working time you are permitted to use your mobile phone for emergencies or for any other reason, provided prior approval has been granted by your Manager.

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- During work, or in any work-related setting, mobile phone use is subject to the standard expectations of employee conduct. In particular, you should pay careful attention to your volume and be considerate of those working nearby. This requirement applies whether or not the phone is your personal mobile phone or a company issued mobile phone.
- Conduct also refers to the content of messages, verbal comments, emails and any other form of communication.
- Inappropriate conduct refers to messages or communication that may be perceived by the receiver as discriminatory, bullying or harassing, or that may breach their privacy.
- For further information about what behaviour constitutes discriminatory, bullying or harassing, or a breach of privacy, please see the Council's Anti-Discrimination, Bullying and Harassment and Privacy Policies.
- Breaches of this policy will be dealt with in accordance with the Company's Disciplinary Procedure and cases of serious misconduct may result in dismissal.

4 USING YOUR PERSONAL MOBILE PHONE FOR WORK RELATED ISSUES

If you use your personal phone for work related issues, you cannot claim calls from your mobile phone bill unless previous arranged with the Chief Executive Officer.

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5 USER DECLARATION FORM FOR USE OF A PERSONAL PHONES

Declaration of Mobile Phone Policy Acceptance for use of a Personal Phone

User Details:

Family Name: _____

Other Names: _____

Position: _____

Phone: _____ Fax: _____

Email: _____

Phone Number of Personal Phone: _____

User Declaration - Conditions of Use:

- I understand that the use of my personal mobile phone must be used for work purposes during paid work hours.
- I agree that the use of the phone while at work will be used for Council work.
- I understand that the mobile phone must not be inappropriately or irresponsibly used.
- I understand that the permission for me to use my personal phone is for my exclusive use to assist me in my job.
- I will not allow another person to use my phone during paid working hours.
- I agree to comply at all times with this Mobile Phone Policy.
- I agree that if I lose my phone, that I will cover all expenses to replace the phone.

I understand and agree to the above Conditions of Use.

SIGNATURE:

PRINT NAME:

DATE:

Managers Approval

SIGNATURE:

PRINT NAME:

DATE:

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6 CHANGES SINCE LAST REVISION

- 13/07/2011 New Policy to reflect current procedures.
- 11/11/2014 Review and update to reflect current procedures.
Add Permission by each Manager if you change managers.

7 RECORDS

When completed and approved the original, signed hard copy of the policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in InfoXpert.

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