



**Policy Title:            USE OF MOBILE PHONES POLICY**

**Policy Type:            HUMAN RESOURCES**  
 (Statutory, Financial, Administrative, Human Resources)

**Policy Number:        HR016**

Approved by Council	Last Review	Current Review	Next Review
	19 May 2020	18 May 2021	May 2022
	Resolution #	Resolution #	Resolution #
	20.6632	21.6948	
Approved by CEO/Director:	Bernie McCarthy – CEO	 ..... Signature.	
Effective Date	18May 2021		
Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
Revision #:	Document Management File #.		
5.0	01-03-HR018		

## **1. Policy Background/Scope**

This policy is to guide the use of mobile phones issued to members of the Council and Council staff including inappropriate use of personal mobile phones in the workplace.

Use of a Council issued mobile phone is to assist the person to undertake their role more efficiently and provide for safety in the workplace. The basis of phone use is a considerable expense for Council and as such must have guidelines to maximise the use to support Council in its operations.

Use of a personal mobile phone in the workplace is only permitted in cases as outlined in Clause 3 of this policy.

A Council mobile phone is provided predominantly for work purposes. Limited personal use may be applicable in accordance with certain employment contracts and as approved by the Chief Executive Officer.

## **2. Policy Provisions**

Phones remain the property of Aurukun Shire Council and must not be given to other people for use.

The phone must be handed back to the employee's supervisor/manager/Director or delegate upon termination of employment or losing office as a Councillor.

Loss or damage must be reported immediately to the Information Technology Officer.

Employees must not use the mobile phone while operating a motor vehicle unless a "hands free kit" is installed in an employee's vehicle.

PIN numbers must not be given to another person.

The Chief Executive Officer is responsible for approving access to premium services which involve additional cost, such as international roaming, international dialling and texting, and international data connection. By default all access to premium services is disabled.

Phones must only be used for Council related business unless approved by the Chief Executive Officer for limited personal use, and if stipulated in certain employment contracts.

Council will monitor usage patterns and investigate any significant variances. Should an employee either exceed their prepaid allocation or receive a monthly statement that is "out of the ordinary", the employee shall justify the increase of use to Council. In the event that a misuse of a mobile phone is found, the employee will be reimburse Council the charges deemed excess by Council, either by cash payment or salary deduction.

The Finance Department is responsible for notifying the employee the conditions of the Mobile Phone Plan and the monthly charges.

Mobile phones must not be used for the transmission, retransmission, or storing of any unlawful, obscene, indecent, profane, libellous, offensive, pornographic, threatening, abusive, defamatory, or otherwise objectionable information.

If the phone is lost or damaged through negligence, full replacement costs will be required. The holder of the mobile phone can choose to pay the full amount or sign an authority to deduct an agreed amount per week from their salary to cover the replacement cost.

Where a person is issued a "Smart Phone" that is linked with Council's computer network for internet, emails etc, it is their responsibility to be aware of Council's Internet Email and Computer use Policy in relation to data usage and content of that data.

### **3. Use of Personal Mobile Phones with the Workplace**

Use of personal mobile phones is not permitted during workhours unless the employee:

- a) Has a medical condition
- b) Is a primary Carer
- c) Or when the call is of an urgent.

Photos of Council employees, contractors or other Council related workers or work related operations are not permitted to be uploaded to any social media platforms unless prior written approval is given by the CEO.

During work hours, a personal mobile phone shall not be used to:

- a) Cause or cause insult, offence, intimidation or humiliation to a co-worker, Council employee or Council related worker
- b) Defame or adversely impact the image or reputation of Aurukun Shire Council. A defamatory message or material is a message or material that is insulting or lowers the reputation of a Person or a group of people
- c) Send obscene, offensive or inappropriate comments and \ or material. This includes text, images, sound or any other material, sent either in an e-mail message or in an attachment to a message, or through a link to an internet website (URL). For example, material of a sexual nature, indecent or pornographic material
- d) To imply, represent, give opinions or make statements on behalf of Aurukun Shire Council without the express authority of Aurukun Shire Council CEO
- e) To distribute information which illegal, unlawful or inappropriate.

### **4. Related Documentation**

*Internet, Email and Computer use Policy*