

# Central Tablelands *Water*



## Mobile Phone Device Policy

<b>Policy Title:</b>	Mobile Phone Device Policy	
<b>Responsible Officer:</b>	Director Finance and Corporate Services	
<b>Adopted:</b>	Date: 12.10.2016	Minute Number: 16/079
<b>Last Reviewed:</b>	Date: 30/05/2016	
<b>New Review:</b>	Date:	
<b>Version Number:</b>	v1	

## Purpose

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The purpose of this policy is to provide employees of Central Tablelands Water (hereafter CTW) with guidelines regarding the appropriate use of their Council supplied mobile phone device and private mobile phones used during the course of performing their duties for Council.

## Policy Statement

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1. Mobile phone usage should conform with Council's Code of Conduct.
2. Mobile phones are a CTW resource, and accordingly should be used ethically, effectively, efficiently and carefully.
3. Employees should be conscientious in their use of CTW resources including mobile phones, and must not permit their misuse by any other person or body.
4. Employees must avoid any action or situation that could create the appearance that CTW property is being improperly used for an employee's benefit or the benefit of any other person or third party.
5. Employees must not use the mobile phone while operating a motor vehicle unless a 'hands free car kit' or Bluetooth is installed in an employee's vehicle. The incursion of any penalties and fines will be solely at the employees cost.
6. Employees who have been provided with a mobile phone with email and internet access must comply with CTW's Email and Internet Policy.
7. The private usage of personal mobile phones during business hours must not interfere with the employees work performance or detract from the employee performing their normal duties.
8. A mobile phone is provided predominantly for work purposes. However, CTW recognises that in reasonable circumstances employees may need to make or receive personal phone calls on a CTW mobile phone. In these circumstances personal use of Council's mobile phone is a benefit not a right.
9. Senior Management will monitor usage patterns and investigate any significant variances and if CTW believes an employee is using a mobile phone irresponsibly or unreasonably then the employee will be required to reimburse CTW for all personal calls. Senior Management also reserves the right to withdraw the mobile phone at any time.
10. Employees shall be responsible for all call charges if they have access to a CTW mobile phone whilst they are on leave other than where it can be established that calls were work related.
11. Senior Management expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them. Employees are required to:

- take good care of the mobile phone;
  - take all responsible precautions to ensure that the device is not damaged, lost or stolen;
  - keep mobile devices clean and in a serviceable condition to the best of their ability, and;
  - report all irregularities in the operation of the mobile device immediately to the Director Finance & Corporate Services.
12. If a phone is lost, stolen or damaged it should be reported to the Director Finance & Corporate Services as soon as possible. Depending on the circumstances in which the phone was lost, stolen or damaged, the employee may be held responsible for replacing the phone if the loss, damage or theft was caused or contributed to by the employee's lack of care.
13. Mobile devices will be fitted with the Find My Iphone and Lone Worker applications, and location services are to be turned on at all times. The disabling of such features by employees may result in disciplinary action.
14. Information stored on the mobile device is not backed up by CTW, it is the responsibility of the employee to backup personal data and to ensure that CTW information is stored on an approved device. CTW takes no responsibility for the loss of personal data.
15. On termination of employment or otherwise at the request of CTW, an employee who has been issued with a CTW mobile phone must return the phone to their immediate supervisor or the Director of Finance & Corporate Services. Any battery chargers or other accessories supplied by CTW for use with the mobile phone must also be returned.
16. The approved user must not use their mobile phone in any manner that would constitute unacceptable and/or inappropriate mobile telephone use. This includes but is not limited to:-
- An employee may inappropriately use the mobile telephone by making unauthorised calls. For example, if the mobile telephone is supplied by CTW for work related use only, then excessive personal calls or SMS made by the employee, in particular lengthy calls both during work hours and after hours, would be unacceptable.
  - An employee may inappropriately use the mobile telephone to send a text message or to make a call to a fellow employee or a contractor who is working for CTW, the content of which amounts to unlawful discrimination, sexual harassment or bullying.
  - An employee may inappropriately use the mobile phone to download pornographic images or offensive ring tones.
  - An employee may also inappropriately use the mobile telephone to engage in other conduct which is unacceptable.

- An employee may also inappropriately use the mobile telephone to engage in other conduct which is unacceptable and inappropriate. This would include breaching the duty of confidentiality the employee owes to CTW by relaying the employer's confidential information to a competitor or other third party.

**Any employee identified using a CTW supplied mobile phone in a manner that is unacceptable or inappropriate will be subject to disciplinary action and possible criminal prosecution.**

## References

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- Local Government Act 1993
- Local Government (General) Regulation 2005
- Workplace Surveillance Act 2005 No 47
- Workplace Surveillance Regulation 2012
- Greater Hume Shire Council – Mobile Phone Use Policy

## Variation

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Council reserves the right to review, vary or revoke this policy.