



Mobile Phone Policy

1. Purpose

- 1.1 The purpose of this Policy is to provide employees of the Cherbourg Aboriginal Shire Council (CASC) with a framework regarding the appropriate use of mobile phones. Regardless if the mobile phone is CASC supplied or private the following rules are to be applied for all employees during the course of performing his or her duties in CASC's business.
- 1.2 The mobile phone is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact CASC and its customers.

2. Commencement of Policy

- 2.1 This Policy will commence on and from 04 January 2021. It replaces all other policies or arrangements governing the usage of mobile phones (whether written or not).

3. Application of this Policy

- 3.1 This Policy applies to all employees of CASC.
- 3.2 This policy does not form part of an employee's contract of employment.

4. Using your own Mobile Phone

- 4.1 In the case of an emergency, staff may use their own mobile phones.
- 4.2 With the agreement of CASC, an employee may use his or her own mobile phone in connection with CASC's business according to the terms agreed with CASC.
- 4.3 When this occurs, CASC will pay the cost of those calls on the completion of an 'expenses claim form' by the employee. The form must be submitted with copies of mobile phone invoices for the relevant period, identifying those calls that are work-related.
- 4.4 When using his or her own mobile phone on CASC's business, an employee must not use the device in any way that may damage the legitimate interests of the CASC's business.
- 4.5 If an employee is permitted to use his or her own mobile phone in connection with CASC's business, then CASC may require the employee to produce any records arising out of or in connection with work-related use of that employee's own mobile phone, including for the purposes of justifying any claim for reimbursement.

5. Eligibility

- 5.1 An employee may be eligible to have a mobile phone if, in the view of CASC, it is deemed necessary for the appropriate performance of their position. For example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.



- 5.2 Alternatively, CASC may reimburse an employee for the cost of business-related phone calls made from their personal mobile phone in circumstances where the employee is not provided with a CASC mobile phone.
- 6. Use**
- 6.1 As stated in 1.2, The mobile phone is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact CASC and its customers.
- 6.2 Employees must not use the mobile phone while operating a motor vehicle unless a 'Hands-free Car Kit' is installed in an employee's vehicle. Disciplinary action may be taken against an employee who is found using a mobile phone while driving a council vehicle.
- 6.3 Employees who have been provided with a mobile phone with email and internet access must comply with CASC's policies dealing with email and internet access where relevant. Disciplinary action may be taken against an employee who is found using an electronic device inappropriately or viewing illegal material.
- 7. Private use**
- 7.1 A CASC mobile phone is provided predominantly for work purposes. Therefore, private usage of the mobile phone should be kept to a minimum.
- 7.2 CASC has the right to monitor the phone and data usage, if CASC believes an employee is using a CASC mobile phone irresponsibly or unreasonably, then the employee may have the phone removed or be requested to reimburse CASC for excessive personal calls and/or data use. .
- 7.3 In those circumstances, the employee's phone use will continue to be closely monitored until a more reasonable proportion of business versus private use is achieved. Disciplinary action may be taken against an employee who is found using a mobile phone for excessive personal calls and/or data use.
- 7.4 An employee must not use the device in any way that may damage the legitimate interests of the CASC's business and employment relationships.
- 8. Voicemail**
- 8.1 An employee must activate the voicemail set up on their phone supplied by CASC so that calls divert to voicemail when unanswered or busy. Missed calls should be returned in a timely manner (i.e. within 2 hours) and employees should ensure they clear their voicemail regularly.
- 9. Mobile phones in meetings**
- 9.1 Mobile phones should be switched off or set to silent before entering a meeting.
- 10. Diverting fixed telephone when out of office**
- 10.1 If an employee is out of the office, the employee should divert calls coming in via their fixed telephone to their CASC mobile phone.



11. Lost, stolen or damaged CASC phones

- 11.1 CASC expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them.
- 11.2 If a phone is lost, stolen or damaged, it should be reported to the CEO of their appointed delegate as soon as that event occurs.
- 11.3 Depending on the circumstances in which the phone was lost, stolen or damaged, the employee may be held responsible for costs reimbursing CASC if the mobile phone loss, damage or theft was caused or contributed to by the employee's lack of care.

12. Return of the mobile phone

- 12.1 On termination of employment or otherwise at the request of CASC, an employee who has been issued with a CASC mobile phone must return the phone to the CEO or their appointed delegate. Any battery chargers or other accessories supplied by CASC for use with the mobile phone must also be returned.

13. Work health and safety

- 13.1 The use of mobile phones in certain parts of the workplace and in vehicles can create unsafe situations or potentially unsafe situations.
- 13.2 It is illegal in all Australian states and territories to use a hand-held mobile phone while operating a vehicle. This includes, but is not limited to, talking, texting or using any other function of a mobile phone whilst the vehicle is operating
- 13.3 Supervisors and managers may issue general notices or particular notices to staff regarding the use of mobile phones if they perceive a real or potential work health and safety risk.

14. Use and disclosure of records

- 14.1 CASC may use and/or disclose any records arising out of or in connection with the use of a CASC mobile phone or work-related use of an employee's own mobile phone, including where that use or disclosure is:
 - (a) for a purpose related to the employment of any employee or related to CASC's business activities; or
 - (b) use or disclosure to a law enforcement agency in connection with an offence; or
 - (c) use or disclosure in connection with legal proceedings; or
 - (d) Use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any Person or substantial damage to property.
- 14.2 An employee is taken to have consented to the use and disclosure of any record arising out of or in connection with the use of a CASC mobile phone or work-related use of an employee's own mobile phone.

15. Enforcement

- 15.1 Employees must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment.



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- 15.2 Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension from using a mobile phone for CASC's business whether permanently or on a temporary basis.

Variations

The Cherbourg Aboriginal Shire Council reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: Chatur Zala

Original issue: 12 May 2021

Review date: 12 May 2022

Workplace participant acknowledgement

I acknowledge that:

- *I have received the CASC Policy;*
- *that I will comply with the Policy; and*
- *That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Employee Name: _____

Signed: _____

Date: _____

Chatur Zala
Chief Executive Officer

Sean Nicholson
Mobile Phone Coordinator