



Tiwi Islands Regional Council

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1.0 INTRODUCTION

This policy seeks to ensure a more effective management of the Council's mobile phone usage, in order to protect Council assets and to ensure compliance with appropriate legislation.

1.1.0 POLICY RATIONALE

The Tiwi Islands Regional Council provides a number of mobile phones issued to Staff on a needs basis.

This policy seeks to establish a standard set of conditions, and a framework for the use of mobile phones within the Council.

1.2.0 SCOPE

1.2.1 This Policy will apply to all Council employees, Councillors and Local Authority Members who are provided with a mobile phone to assist them in the performance of their duties.

1.3.0 PRINCIPLES

1.3.1 The Policy is designed to ensure that there are clear internal arrangements for the effective management of mobile phones.

1.3.2 The Policy ensures that Health & Safety issues are identified in relation to the use of mobile phones, and ensures compliance with legislation on mobile phones and driving.

1.3.3 The Policy underpins any operational procedures connected with the Council's framework for lone worker safety.

1.3.4 The Policy establishes the responsibilities of employees of the Council in regard to the issue and use of Council mobile phones.

2.0 MOBILE PHONE POLICY

2.1.0 CRITERIA FOR USE OF A COUNCIL MOBILE PHONE

2.1.1 Mobile telephones will only be available to staff who have the approval of their Manager, and authorisation of the appropriate Director. An employee will be eligible to have a mobile phone if it is deemed necessary to their position, and they meet any one of the following criteria:-

- If the employee's duties require them to spend a substantial amount of time out of the office on work related duties (substantial is defined as an average of more than 50% of their working day)
- Staff for whom it is necessary to make essential work related calls off site, as part of their normal course of work
- Staff who are required to be contactable in an emergency situation, when working off-site
- Staff who are on call after normal business hours

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- Staff identified through a risk assessment procedure

2.1.2 POOL PHONES

Mobile telephones may be issued on an individual or on a shared basis. In all cases it is the Manager's responsibility to determine which officers will be part of a shared resource pool, and how this will operate within their area of control.

2.2.0 PURCHASE

2.2.1 The purchase of mobile telephones must be in compliance with the Council's purchasing policy.

2.2.2 A mobile phone request form (Appendix 1) must be completed in all cases and should be forwarded by the employee's Manager or Director to the ICT Manager..

2.2.3 Any requests for a specific model of mobile phone outside the standard phone issued by the Council will involve additional charges to the applicant.

2.2.4 All costs for the purchase and use of mobile phones will be charged to the appropriate departmental budget as a component of the overall ICT costs to Departments.

2.3.0 REPLACEMENT PHONES

2.3.1 The Council expects all employees, who have been allocated mobile phones, to take the utmost care and responsibility for them. If a phone is lost or stolen, it should be reported immediately to the employee's Manager and also the ICT Manager of the Council. Action will be taken to disable the phone.

2.3.2 If a phone is broken or faulty, then the handset should be returned to the ICT Manager. A temporary phone may be issued until repair can be effected. If the phone cannot be repaired, a request for a replacement phone will be required.

2.3.3 If carelessness on the part of the employee can be shown as the cause of the loss, or if the damage occurred outside of work (i.e. on a weekend fishing trip) the employee will be required to meet the replacement cost.

2.4.0 TERMINATION OF EMPLOYMENT

2.4.1 On termination of employment, the employee must return the phone with a Mobile Phone Return Form to the ICT Manager (Appendix 2), unless their Manager has authorised a transfer to a new user using the appropriate paperwork. Any accessories supplied by the organisation for use with the mobile phone must also be returned. In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.

2.4.2 Mobile telephones issued to an individual must not be passed to any other employee

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without the authorisation of the Manager, and completion of a Mobile Phone Transfer Form (Appendix 3).

2.4.3 Employees who transfer to other departments within the Council and are authorised to have continued use of a Council mobile phone must inform the ICT Manager using the Mobile Phone Change of Details Form (Appendix 4)

2.5.0 CONDITIONS OF USE

2.5.1 Council mobile phones must be on at all times during business or call out hours

2.5.2 Confidential information must not be discussed in open areas or inappropriate locations. Many departments / buildings eg. hospitals, have local rules regarding the use of mobile phones and these must always be respected. Discretion should be used at all times.

2.5.3 If the employee has not taken the available option to use their Council mobile for private use, then the phone must be returned to their Manager for any periods of extended leave.

2.5.4 Council mobile phones should be used in accordance with the Council's and the NTG's Information Technology Policy and must not be used inappropriately.

2.5.5 Council mobile phones are the responsibility of the phone holder and are not to be given or loaned to any non-staff member or family member.

2.6.0 HEALTH & SAFETY

2.6.1 Occupational Health and Safety Regulations require the Council to ensure all information and instruction is provided to conform to the appropriate Workplace Health & Safety Legislation and associated regulations.

2.6.2 Staff must not use a mobile phone in a moving vehicle, unless a handsfree kit is fitted to the car or the car has manufacturer installed bluetooth capability. Changes to legislation may override this clause.

2.6.3 Guidance may be issued to mobile phone users from time to time regarding health & safety in relation to their use, (ie. Legislation on mobile phones and driving guidance notes, and must be observed at all times).

2.6.4 Staff must ensure that the phone's contact list is kept up to date and includes the contact numbers of their Manager, the Council, and Emergency Services.

2.7.0 PRIVATE USE

2.7.1 Council issued phones are intended primarily for Council business use, however, employees can apply to take up the option to use the Council mobile phone for private calls and texts, using the Mobile Phone Private Use Request Form (Appendix 5). This option will enable staff who are issued with a Council mobile phone to make private calls and to reimburse the Council on a monthly basis for all associated costs. Staff who do not have a

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personal mobile phone may be required to sign for personal use based on an assessment of phone use records.

2.7.2 USE OF MOBILE PHONE – INTERNATIONAL ROAMING

Council issued mobile phones are primarily used for Council business. All Managers that have a council issued phone must seek the approval of the CEO to use that mobile phone whilst on leave. Any staff member who is on leave is deemed to be on leave for the purpose of having extended rest and recreation, must not use or take their mobile phone whilst on leave with the exception of the CEO.

Any adjustments made to the standard national phone plan for mobile phones issued to Managers, in particular International roaming plans, permission and approval must be sought and granted by the CEO.

2.7.3 All costs agreed between the Council and Staff will be deducted from the staff member's pay.

2.7.4 Managers and supervisors will monitor usage of Council mobile phones for both private and business use.

2.7.5 Any additional charges incurred by the phone holder above the standard contract cost will be billed back to the phone holder.

3.0 IMPLEMENTATION AND COMPLIANCE

3.1.0 IMPLEMENTATION

3.1.1 This policy will initially be implemented through the CEO and Directors of the Council.

3.1.2 At least once a year, a review will be undertaken within each department as to the number of mobile phones in use, and whether their issue complies with the criteria set out in 2.1.0.

3.1.3 A memo will be sent to all users of Council mobile phones to make them aware of the policy.

3.1.4 It is the responsibility of managers to ensure that new staff receive information about this Policy, and should be part of any local induction where appropriate. Human Resources will add the Policy to its list of policy issues provided to any new employees. Managers must also ensure that any changes to this policy are effectively communicated within their areas of responsibility.

3.2.0 COMPLIANCE

3.2.1 Managers are responsible for ensuring that staff are aware of the location of this policy. In addition, Managers are responsible for keeping staff up to date about any changes within the policy.

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3.2.2 All staff member who uses a Council mobile phone are obliged to adhere to this Policy. Failure to do so may result in disciplinary action.

4.0 REFERENCE DOCUMENTS

4.1.0 This Policy should be read in conjunction with the following legislation, regulations and Council policies:

- ICT Acceptable Use Policy
- Occupational Health and Safety

5.0 DISTRIBUTION

5.1.0 This Policy will be available for all the Council's designated locations. Copies will also be available from the Human Resource Department and on the Council's Intranet.

6.0 REVIEW

6.1.0 The issue of mobile phones to any staff member may be reviewed on an annual basis, in accordance with the criteria set out in 2.1.1, by Council Directors.

6.2.0 This Policy will be reviewed every two years.

Declaration:

I have read and agree to the Mobile Phone Policy.

.....
Name

Signature

Date:...../...../.....



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MOBILE PHONE REQUEST FORM			
DATE		PURCHASE ORDER NUMBER	

DEPARTMENT/SECTION	
MANAGER	
MANAGER PHONE	
MANAGER EMAIL	

STAFF NAME	
CONTACT NUMBER	
MOBILE PHONE NUMBER	
SIM CARD #	
PUK/PIN	
DESK CHARGER	
CAR CHARGER	
PURPOSE OF PURCHASE	

THE UNDERSIGNED SIGNATORY HAS WITNESSED THE ATTACHED PAPERWORK AND HEREBY AUTHORISES PURCHASE:
APPROVAL TO AUTHORISE PURCHASE
IT MANAGER



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MOBILE PHONE RETURN FORM	
DATE	

DEPARTMENT/SECTION	
MANAGER	
MANAGER PHONE	
MANAGER EMAIL	

STAFF NAME	
CONTACT NUMBER	
MOBILE PHONE NUMBER	
SIM CARD #	
PUK/PIN	
POWER SUPPLY	
USB CORD	
CONDITION OF RETURN	

THE UNDERSIGNED SIGNATORY HAS WITNESSED THE ATTACHED PAPERWORK AND HEREBY ACCEPTS RETURN:
APPROVAL TO ACCEPT RETURN
ICT MANAGER

IMPORTANT INFORMATION

In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.



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MOBILE PHONE TRANSFER FORM	
DATE	

DEPARTMENT/SECTION	
MANAGER	
MANAGER PHONE	
MANAGER EMAIL	

STAFF NAME (WHO IS RETURNING THE PHONE)	
CONTACT NUMBER	
MOBILE PHONE NUMBER	
SIM CARD #	
PUK/PIN	
POWER SUPPLY	
USB CORD	
CONDITION OF RETURN	
STAFF NAME (WHO IS RECEIVING THE PHONE)	

THE UNDERSIGNED SIGNATORY HAS WITNESSED THE ATTACHED PAPERWORK AND HEREBY ACCEPTS RETURN:
APPROVAL TO ACCEPT RETURN
ICT MANAGER

IMPORTANT INFORMATION

In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.



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MOBILE PHONE PRIVATE USE REQUEST FORM	
DATE	

DEPARTMENT/SECTION	
MANAGER	
MANAGER PHONE	
MANAGER EMAIL	

STAFF NAME	
EMPLOYEE NUMBER	
CONTACT NUMBER	
MOBILE PHONE NUMBER	
SIM CARD #	
PUK/PIN	
POWER SUPPLY	
USB CORD	
CONDITION OF USE	<i>Tiwi Islands Regional Council has supplied the above staff member with a mobile phone primarily for business use. The undersigned staff member agrees to pay the sum of \$25/ftn to cover additional personal use. Personal contributions of \$25 will be deducted fortnightly from employees pay.</i>

THE UNDERSIGNED SIGNATORY HAS WITNESSED THE ATTACHED PAPERWORK AND HEREBY ACCEPTS DEDUCTION FROM PAY:
APPROVAL TO DEDUCT
STAFF MEMBER

IMPORTANT INFORMATION

In the event of incomplete or dysfunctional return, the staff member will be charged the full replacement cost of the phone or missing items.