

<b>POLICY NO</b>	C000	
<b>POLICY</b>	MOBILE PHONES	
<b>RESPONSIBLE DIRECTORATE</b>	CORPORATE	
<b>COUNCIL ADOPTION</b>	Date: 27.5.15	Resolution No. FC 5/5/14
<b>REVIEWED/MODIFIED</b>	Date: 25.8.15	Resolution No. FC 4/8/15
	Date: 26.4.16	Resolution No. FC 3/4/16
<b>LEGISLATION</b>	Nil	
<b>RELEVANT DELEGATIONS</b>		

#### **OBJECTIVES:**

To establish clear direction on the allocation to staff and subsequent use of Shire mobile phones and other electronic communication devices.

#### **DEFINITION/S:**

*Other Devices* means electronic tablets (such as iPads) and satellite phones.

#### **POLICY STATEMENT/S:**

- 1.0 The allocation of mobile phones and other devices for business purposes shall be determined by each Executive Manager based on operational need.
- 2.0 The purchase and replacement of mobile phones and other devices, shall be determined by the Executive Manager Corporate Services in consultation with the IT Officer, where deemed necessary.
- 3.0 All staff in receipt of a mobile phone and other device shall sign an acceptance form acknowledging the provisions of this policy.
- 4.0 A Shire mobile phone is to be used for business use except in the event of a personal emergency, unless otherwise approved by CEO or documented as a benefit in an Employee's "Employment Package".
- 5.0 Should a private call/s be made by an employee, the cost for such calls shall be reimbursed to the Shire by the employee responsible for making the telephone calls.
- 6.0 A Councilor or employee in possession of a mobile telephone and/or other device is responsible for its use and care, and shall provide immediate notification of any loss, damage or malfunction, with explanation to the particular circumstances.

- 7.0 The Shire may withdraw entitlement to use a mobile phone or other device should there be evidence or an admission as to personal neglect or abuse. Further, at the discretion of the CEO reimbursement of the cost for repair, replacement, or reimbursement of excessive use may be sought from the offending officer.
- 8.0 Only executive staff may use mobile phones and other devices whilst on leave, with all other mobile phones / other devices to be returned to the relevant Directorate for absences exceeding more than two working days, or as otherwise approved by the CEO.

**EXPLANATORY NOTES:**

Nil

**APPLICATION/S:**