

## **PERSONAL MOBILE PHONES/COMMUNICATION DEVICES**

### *Objective*

To determine the purposes for which personal mobile phones/communication devices are to be used in the workplace.

### *Scope*

All personal mobile phones/communication devices brought into the workplace by employees of Council.

### *Policy*

Employees' personal mobile phones/communication devices are permitted to be brought into the workplace, however use within the work place should be kept to urgent and/or emergency situations.

Level of usage will be monitored and any abuse of this privilege may result in cancelling of permission for the employee to bring a mobile phone into the work place and/or disciplinary action being taken in accordance with the Local Government (State) Award 2014 provisions.

Council accepts no responsibility for loss or damage to personal mobile phones/communication devices brought into the workplace.

Within Aged Care and Orana Lifestyle Directions outlets, all employees' personal mobile phones/ communication devices are to be kept in a staff locker/staff room whilst employees are on duty. No employees are to participate in social networking or entertainment on their personal mobile phone or other communication device whilst on duty.

### *Relevant Legislation*

Nil

### *Associated Documents*

Local Government (State) Award 2023 (NSW)

<b>Responsible Officer:</b>	Executive Leader Transformational Change		
<b>Date Adopted:</b>	25/3/10, 20/3/13 18/2/15, 20/3/18 21/02/23, 20/02/24	<b>Resolution No:</b>	89/10, 74/13 15/15, 48/18 11/23, 6/24
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