

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 2017

Responsible Officer:	Director Corporate Services		
Date Adopted:	25/3/10 20/3/13 18/2/15 20/3/18	Resolution No:	89/10 74/13 15/15 48/18
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