



GENERAL POLICY

Telephones



JULY 1, 2016

MAPOON ABORIGINAL SHIRE COUNCIL
1 Main St, Mapoon Qld 4187

TELEPHONES

INTENT

This policy is designed to reflect Council's determinations in regard to use of Council telephones.

Telephones are an integral part of council ordinary operations. They are a recognised tool for the efficient and effective communication between council, employees and stakeholders.

Phone units are assigned to roles within the council via TIPIT contract arrangement with Telstra. Other mobile units are provided to employees either via work delegation or under contract - depending on their designation, activity and responsibilities within the Council. This policy does not extend to private phones or mobile units

POLICY

All Council operated and owned telephone equipment and services are provided for the sole purpose of carrying out ordinary business of Mapoon council. This policy extends to the following:

- Handlines,
- mobile and
- satellite telephones

Reasonable provisions for personal use are applicable only in times of emergency.

Mobile phone usage, whilst efficient, is an expensive option and all assigned employees are encouraged to exercise discretion when within Mapoon Aboriginal Shire Council office or Council facilities. The appropriate option within these confines is the use of landline telephones.

Satellite telephones should only be used when the user is out of range of a mobile telephone service or in the event of an emergency – satellite phone use protocols apply.

Costs incurred from unauthorised, excessive personal or private use, may be recovered. The identified employee or council official will be held accountable and the appropriate process to recover the incurred costs will be applied.

Employees issued with mobile telephones are personally responsible for the following:

- Security and safe keep;
- General usage in line with their duties;
- Retains responsibility for reporting damages, theft or loss immediately to their supervisor.

Employees who have been issued with mobile telephones must return the device to Council on termination or resignation.

Employee personal telephones are not the property of council and should not interfere with the normal operations of council. Unless authorised by the supervisor, personal phone usage during normal working hours is restricted for use during break times and Work Place Health and Safety standards apply:

- Mobile phones must not to be used during operation of vehicles;
- Mobile phone headsets/earpieces should be removed when operating tools;
- Handsets should be held in a secure place.

MASC is not responsible for any damage to personal phones.

General notification regarding personal phone calls must be directed to immediate Supervisor or the Chief Executive Officer - especially in the case of an emergency.

Continual unauthorised use of personal telephones by employees during working hours may incur disciplinary action – No work no pay provisions apply.

Manager Responsible for Review:	Corporate Services Manager
Originally Adopted:	New
Currently Adopted:	01/07/2016
Due For Revision:	30/06/2017
Revoked/Superseded:	