

POLICY:	MOBILE DEVICES
DATE ADOPTED:	Director Corporate Services & Finance's Report #3 Policy 1 May 2013 Council 15 May 2013 Minute Book No. 11534 Director Corporate Services & Finance's Report #1 Policy 5 December 2012 Council 6 February 2013 Minute Book No. 11477
ORIGINAL ADOPTION:	Director Corporate Services & Finance's Report #1 Policy 1 July 2009 Council 15 July 2009 Minute Book No. 10717
FILE REFERENCE:	11.00015
OBJECTIVE:	To provide guidelines regarding the appropriate use of Council supplied mobile telephones.

INTRODUCTION

The aim of this policy is to provide employees with guidelines regarding the appropriate use of their Council supplied mobile devices.

DEFINITION

Mobile Device - for the purposes of this policy means any device that is reliant on a carrier Mobile Network for the purpose of transmission of voice and/or data traffic. Mobile Devices include but shall not be limited to: Mobile Phones, Data Modems, GPS devices, Asset Tracking devices, Security Access Modems and tablet Data devices.

Personal Devices – (also referred to in the industry as BYOD – Bring Your Own Device) means mobile devices belonging to an individual that are not supplied by Council.

The use of any features, functionality or carrier services not explicitly defined within this policy will be considered as prohibited under this policy.

PURPOSE

To provide mobile telephones for use by its employees to assist staff in the performance of their duties, ensure that staff are accessible, facilitate timeliness of responses to Council's customers and to enhance communications.

To facilitate the effective management and administration of costs of business calls relating to the Council's mobile telephone resources.

To encourage the standard for acceptable use of mobile telephone resources in the conduct of its business to safeguard employees, protect Council assets and ensure compliance with appropriate legislation.

ELIGIBILITY

An employee will be eligible to have a mobile telephone if it is deemed necessary to their position, for example, if the employee's duties required them to spend time out of the office and/or to be contactable outside the normal hours of work. All mobile phones are provided at the discretion of the General Manager.

The purchase of iPhones must be approved by the responsible Director **prior to purchase**.

The use of Personal Devices (BYOD) for council business is not permitted under this Policy. Where such access is required, council-supplied equipment is to be used.

N.B. This policy does not apply to the General Manager and the Directors as mobile devices are covered individually in their employment contracts.

USE

Where the mobile telephone is a requirement of the position, the intended use of Council mobile telephone shall be to facilitate communication between staff members and other staff or the external community. This is to allow employees the ability to better perform the duties assigned to them and to allow greater efficiency in administrative and service functions.

All Council's employees issued with mobile telephones must abide by the terms in the "Mobile Telephone Policy"

1. Usage – Council Business Use Only
 - Council mobile telephones are to be used for Council Business use only.
 - Council mobile telephones are for the exclusive use of the employee to whom the phone is assigned (except for some phones which are used specifically for on-call operations and should only be used by the on-call employee to whom the phone is currently assigned).
 - Council mobile telephones are not to be used for individual "business" or private matters related to income generating activities.

2. Private Use

From time to time a personal call may be made, while on Council business, however private usage should be kept to a minimum. If it is found that an employee is using his/her mobile telephone irresponsibly, the use of the mobile telephone will be restricted or removed.

You should be aware that Council receives fully itemised records for all mobile telephones. The Council recognises the employees' general rights of privacy, but Council reserves the right to monitor use of mobile telephones where it is reasonably justified

and/or there are legitimate reasons for doing so. Where the Council has concerns, this matter will be referred to the relevant Director.

Due to both the popularity of mobile devices and their small size, such devices will be fitted with both location tracking software and remote wipe/remote lock capability. The disabling of such features by staff may result in the removal of the user's access to such devices.

3. Hands Free Operation

The use of mobile telephones whilst driving is unlawful. If justified, a blue tooth facility or 'hands free' car kit may be installed in a council car. This must be authorised by the relevant Director and installation must be organised through the Council motor vehicle workshop

It is an offence (driving without due care) to use mobile telephones whilst operating a motor vehicle and the incursion of any penalties and fines will be solely at the employee's cost.

USER AWARENESS

All users of mobile telephones will be required to sign the mobile telephone policy acceptance form and return it to the Director Corporate Services & Finance before receipt of the mobile telephone.

RESPONSIBILITY OF USERS

All users must accept full responsibility for using their Council mobile telephone in an honest, ethical, safe and legal manner and with regard to the rights and sensitivities of other people. Use must be in accordance with Council policies and all relevant federal and state legislation.

Staff are required to

- take good care of the mobile telephone
- take all reasonable precautions to ensure that the device is not damaged, lost or stolen
- keep mobile telephones clean, and in a serviceable condition to the best of their ability, and
- report all irregularities in the operation of the mobile phone immediately to the Council motor vehicle workshop.

There are some standard procedures that the user should implement as part of their day-to-day operational use of the mobile device, specifically with regard to telephones:

- Activate the keypad lock to avoid accidental use of the device.
- Mobile telephones must not be left in open view in unlocked or unattended vehicles.
- Damaged phones should be returned to the Council motor vehicle workshop who will arrange for any repairs to be carried out.

LOST OR STOLEN DEVICES

- Must be reported to the appropriate Director immediately and an outgoing service barring requested.
- Must be reported to the IT Section within three business hours of discovering the loss of the mobile device.

- Will be remotely locked and wiped clean of all data.

Depending on the circumstances in which the mobile telephone was lost or damaged, Council will be responsible for replacing the phone unless carelessness on the part of the employee can be shown as the cause of the loss or damage. In circumstances where it has been shown that the employee's carelessness contributed to the loss or damage of the phone then the employee may be required to contribute to the replacement cost.

TERMINATION OF EMPLOYMENT

On termination of employment, the employee must return the mobile telephone to Council's Motor Vehicle Workshop. Any battery chargers or other accessories supplied by the Council for use with the mobile telephone must also be returned.

The mobile telephone is issued to an employee where it is deemed necessary to their job position. When an employee subsequently changes job position within Council, authorisation by the Director of Corporate Services and Finance must occur for the mobile telephone to remain with the employee. Approval will only be given in this circumstance where the use of the mobile telephone is deemed a necessary requirement of the employee's new job position. If approval is not given the mobile telephone is to be returned to Council's Motor Vehicle Workshop.

MOBILE DEVICE POLICY ACCEPTANCE FORM

I hereby confirm that I have received a copy of and read and understood the contents of the Mobile Telephone Policy.

I agree to abide by all conditions in the Mobile Device Policy and to comply with all procedures and requirements set out therein.

I have received the following mobile devices and peripheral items.

Mobile Device	
Asset ID	
Make	
Model	
Serial No.	

Peripheral items: e.g. power cables, charges, bags or cases	
---	--

Name of Employee (Please Print)

Signed

Date

Approved by Director

Signed

Date