

Mobile Phone – Personal Use Policy

Policy No:	HR-028
Adopted By:	Chief Executive Officer
Date Adopted:	June 2025
Review Date:	June 2028
Version No:	1.0
Responsible Officer:	HR Manager

Purpose

This policy is:

- To ensure personal mobile phone use while at work does not interfere with the performance of other employee's work-related responsibilities.
- To ensure personal mobile phone use is not disruptive to other employees.
- To ensure the rules relating to personal mobile phone use are applied consistently across the business.

Commencement of Policy

This Policy will commence on adoption by Chief Executive Officer (CEO). It replaces all other policies (whether written or not). Council may amend this policy by resolution.

Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

Policy

Importance of a Mobile Phone Policy:

- Increased Productivity: Minimises distractions and ensures employees focus on work tasks.
- Reduced Distractions: Creates a more professional and focused workplace environment.
- Enhanced Safety: Promotes safe driving practices and reduces the risk of accidents.
- Legal Compliance: Ensures compliance with relevant laws and regulations.
- Clear Expectations: Provides clarity on acceptable use and expectations for mobile phone usage in the workplace.

Mobile Phone Use Policy

The use of personal mobile phones during paid working hours is not permitted without prior authorisation. Permission may be granted on a case-by-case basis and is subject to the following conditions:

- Approval must be obtained from the employee's Supervisor or Manager.
- The employee must have signed and submitted the User Declaration Form.
- The majority of phone use must be for work-related purposes, except in the case of employees who are also engaged in emergency services.
- If authorised, personal calls must be kept to a maximum of three minutes.
- Employees must seek renewed approval if they change Supervisors.

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Council acknowledges the necessity of mobile phones for urgent family contact and personal safety, but non-urgent personal use is not appropriate during working hours.

Use of a personal mobile phone for Council business may be eligible for reimbursement, subject to prior agreement with Council.

Unacceptable Use

Unless required for work-related tasks, employees **must not** use mobile phones to:

- Send or receive personal text or voice messages
- Browse the internet
- Send personal emails
- Play music or media
- Download content
- Take photos or record videos

The recording of any work-related conversations is strictly prohibited. Employees may be required to power off their mobile phone and present it as switched off prior to engaging in sensitive discussions.

Workplace Conduct and Communication

All mobile phone use, whether personal or Council-issued, must reflect the standards of professional conduct expected of Council employees. This includes:

- Being respectful of colleagues—keeping phone volume low and use discreet
- Ensuring communication is free from any content that could be considered discriminatory, harassing, bullying, or in breach of privacy

For guidance on appropriate workplace behaviour, employees should refer to the:

- Code of Conduct and Ethics Policy
- Equal Employment Opportunity Policy
- Management Plan

Non-Compliance

Any breach of this policy will be addressed in accordance with Council's Disciplinary Procedure. Serious misconduct may result in termination of employment.

Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

Definitions

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

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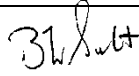
References

- *Local Government Act 2009*
- *Industrial Relations Act 2016 (Qld)*
- Queensland Employment Standards (QES)
- Code of Conduct

Version Control

Version No.	Date	Approved	Amendment
1.0			

Approval

Chief Executive Officer	Bruce Scott
18.6.2025	

Mobile Phone – Personal Use Policy

User Declaration Form – Personal Mobile Phone	
Name	
Position	
Mobile Phone no:	
USER DECLARATION - CONDITIONS OF USE	
I understand that the use of my personal mobile phone must be used for work purposes during paid work hours.	<input type="checkbox"/>
I agree that the use of the phone while at work will be used for Council work.	<input type="checkbox"/>
I understand that the mobile phone must not be inappropriately or irresponsibly used.	<input type="checkbox"/>
I understand that the permission for me to use my personal phone is for my exclusive use to assist me in my job.	<input type="checkbox"/>
I will not allow another person to use my phone during paid working hours.	<input type="checkbox"/>
I will not record any work conversations.	<input type="checkbox"/>
I agree to comply at all times with the Mobile Phone Policy.	<input type="checkbox"/>
I agree that if I lose my phone, I will cover all expenses to replace the phone.	<input type="checkbox"/>
I understand and agree to the above Conditions of Use	
Signature:	Date: / /
Manager/Supervisor to complete	
Name:	
Signature:	Date: / /