



KATHERINE TOWN COUNCIL

POLICIES & PROCEDURES

5.2 TELEPHONE USE

POLICY

Telecommunications are an important tool for employee's carrying out their functions in the workplace and should be used with discretion.

The policy aims outline the terms and conditions for use of Katherine Town Council (Council) fixed lines and mobile telephones by employees.

OBJECTIVE

To ensure responsible and cost effective telephone control when using the telephone as an effective business tool.

PROCEDURE

Terms and Conditions

- Office telephones and mobile phones are supplied to employees as a communication tool for work related purposes.
- The use of land lines and mobile phones for any other purpose other than work related business must be kept to a minimum.
- The Council acknowledges that employee's are able to use their phone occasionally for family and personal matters that cannot be attended to outside normal office hours.
- Personal calls are restricted to minimal local and mobile calls.
- Long distance calls are not permitted unless in emergency situations with approval of their supervisor or manager.
- Employees are prohibited from using the Council phones to access:
 - Adult services (including sex and chat lines);
 - Information lines not related to work matter;
 - Numbers associated with phone-in competitions, gambling or placing bets; and
 - Fee charging services such as 0055 numbers.
- Employees are also prohibited from using the Council phones to conduct personal business, including the operation of a business separate to that in which they are employed.
- Employees should refrain from circulating their business telephone or mobile telephone number to people who will not call for purposes other than business or emergencies purposes.
- Employees provided with mobile telephones as part of their position to conduct business will be charged for any non business use and to that end, personal use should be restricted.