



**Office of Transport
Safety Investigations**

Communication Devices Policy

Communication Devices Policy

1. Policy

It is essential that all staff are efficient, economical and ethical in their use and management of public resources. Communication devices, such as telephones and E-mail, are public resources provided for business purposes, and staff have a responsibility to ensure their proper use.

The principles contained in this policy are applicable to communication devices provided by OTSI for business use. This policy, however, is mainly concerned with the following devices.

- **Telephones**
- **Facsimiles**
- **Internet**
- **Electronic Mail (E-mail)**
- **Pagers**

Staff are encouraged to use communication devices to effectively perform their role. Staff, while ensuring the mode of communication selected is effective and appropriate, should also consider more economical and efficient means as all calls involving a mobile telephone are time charged, staff should keep short any communication involving a mobile telephone. This applies equally to calls made from standard desk telephones to mobiles as well as calls from mobile telephones. Calls involving mobile telephones should be avoided where standard desk telephones are readily available.

N.B. The use of a hand held mobile telephone while driving is an offence under the Motor Traffic Act. OTSI does not condone this practice and will not be responsible for the payment of any fines incurred for an offence.

Staff should be alert to the possibility that any messages conveyed through communication devices can be intercepted, traced or recorded. Such practices are normally illegal, but there can be no expectation of privacy.

Password or personal identity number protection should be used on all mobile devices (eg. mobile telephones, laptop computers, pagers) that are vulnerable to theft.

The use of any telecommunications system to make or send fraudulent, unlawful, or abusive information, calls or messages is prohibited. Staff who receive any threatening, intimidating or harassing telephone calls or electronic messages should immediately report the incident to their Managers. A form detailing information that needs to be collected should this occur is provided through an icon on all desktop computers.

Any staff member who initiates fraudulent, unlawful or abusive calls or messages or accesses illicit, pornographic or offensive material may be subject to disciplinary action and possible criminal prosecution.

Communication Devices Policy

2. Personal Use

OTSI acknowledges that family and community responsibilities impact on work. It therefore accepts that at times its communication devices need to be used for personal reasons.

Such use should be infrequent and brief, and should not involve activities that might be questionable, controversial or offensive. This includes gambling, accessing chat lines, transmitting inappropriate jokes, and sending junk programs or mail. Personal use does not extend to the sending of non-business related written material to any political organisation. Personal use of OTSI communication devices is not considered private, and staff using such devices do not have the same personal privacy rights as they would have when using private or public (eg. coin or card operated telephone) communication devices.

Employees reasonably suspected of abusing personal use of employer communication devices may be asked to explain such use (which may be monitored as part of an agency's responsibility to implement appropriate control mechanisms).

Staff are required to pay for private calls from mobile phones. Monthly accounts with itemised transactions will be sent out to each user for their declaration of personal and business calls. Staff are to identify any personal calls and highlight these on their bill and return it with the signed declaration form and their payment for those calls identified as personal. The payment will be presented to Finance and when processed a Receipt will be provided to you.

On 31 March of every year all employees issued with a mobile phone will be required to submit to Business Services a declaration form for FBT purposes.

3. Coverage

This Policy applies to all staff. It also includes contractors, temporary staff or consultants who are given use of OTSI's communication devices.

4. Source of policy

This Policy is based on the Policy and Guidelines for the use by Staff of Employer Communication Devices issued by the Premier's Department.

5. Definitions

"Communication device" includes, but is not restricted to the following devices:

- Mobile telephones
- Computers connected to any network or data circuit
- Electronic data interchange (EDI)
- E-mail
- Facsimiles
- Internet
- Intranet
- Mobile telephones
- Pagers ("beepers")
- Satellite communications equipment
- Telephones
- Two way radios

Communication Devices Policy



CERTIFICATION OF MOBILE TELEPHONE ACCOUNT

MOBILE ACCOUNT DETAILS

Users Family Name:	<input type="text"/>	:	<input type="text"/>
Users First Name:	<input type="text"/>	Mobile Number:	<input type="text"/>

It is an audit requirement that all accounts received for all official mobile telephones used by officers are to be certified by the officers concerned.

Since mobile telephones accounts are supplied for official use only, it is a requirement that any private use of the mobile telephone is at the cost of the officer concerned.

In circumstances, it will be necessary for you to either:

- Certify that all calls billed to the mobile account issued for your use were official (in accordance to the OTSI Communications Policy);

OR

- In the event that private calls were made, reimburse the Office of Transport Safety Investigations for the full cost of those private calls (in accordance with the OTSI Communications Policy).

Please complete below and return this form together with your mobile telephone account to Business Services within 5 days of receipt of this documentation.

example only

(Delete either (a) or (b) as appropriate)

a) I certify that all recorded in the attached mobile telephone account were official.

b) I have reimbursed the Office of Transport Safety Investigations for private telephone calls to the value of:

\$ _____

GST Value of

\$ _____

SIGNATURE OF USER	Signature: _____
	Date: _____

Please return this form together with the telephone account to Business Services.