

Mobile Phones and Fixed Phones Policy

Scope

This policy statement covers the use of mobile phones, fixed phones (landlines) and pagers, irrespective of funding source.

General statement

Generally, only workers filling selected positions and while engaged in duties outside QAHC offices will have access to QAHC owned or leased mobile phones. Certain selected positions will have dedicated use of a mobile phone.

Monitoring

The General Manager is responsible for monitoring and analysing telephone accounts and for ensuring appropriate usage in accordance with this policy.

1. Positions to have dedicated use of a mobile phone:

- President
- General Manager
- Program Managers
- Non-Brisbane based Health Promotion Staff

Individuals filling the above positions will be expected to reimburse QAHC for the cost of any private calls. The above positions have access to a “rotating” mobile phone if they elect not to have dedicated use of a mobile phone.

2. Circumstances in which a worker has access to a mobile phone:

- A mobile phone will be assigned to each Association owned or leased vehicle;
- A mobile phone will be available for use by workers while engaged in outreach work.

3. A mobile phone will be available for workers required to hire vehicles for work related trips throughout the State.

Restrictions

The following restrictions apply to the use of Association phones and the reimbursement of private mobile phones:

- Privately owned mobile phones used on Association business will be reimbursed at the local call rate only;
- As a general rule, Association owned or leased mobile phones may not be used for STD calls;
- Irrespective of funding source, only the General Manager or the respective Program Manager may approve the purchase of mobile phones consistent with this policy statement;
- 1800 lines are not to be used for private calls and numbers are not to be given out for that purpose;
- The use of mobile phones must be kept to a minimum. Fixed service or landlines must be used instead of mobile phones where possible. If calling mobiles, keep

call duration to a minimum – if you are both on mobiles, the cost is similarly high for them if they call you back;

Telstra is the Association's sole provider for fixed service and mobile phones

Private use of QAHC telephones

Paid staff and volunteers are permitted to use QAHC telephones for private local calls. It is hoped that being allowed to make occasional private calls will have a positive effect on organisational morale. It is a small but practical way in which QAHC can acknowledge the support it receives.

Nevertheless, paid staff and volunteers are asked not to abuse this privilege and to minimize their private use of telephones.

However, private use of telephones by paid staff is considered by the Taxation Department as a fringe benefit and paid staff are required to complete a quarterly declaration detailing the value of their private use of QAHC phones (see below).

Reimbursing the cost of private calls

Private use of a Council telephone by a staff member constitutes a fringe benefit under the Fringe Benefits Assessment Act 1986. All staff are required to reimburse the Association for the cost of private phone calls. To facilitate reimbursement the Senior Finance Officer will write to each staff member quarterly requiring them to complete a declaration detailing the value of private telephone calls. Upon return of the declaration the Finance Officer will invoice staff for the declared value.

Volunteers who use QAHC phones for private purposes are encouraged to make a donation to QAHC.

Rotating mobile phones

In addition to the mobile phones provided for dedicated use by the positions detailed above, two "rotating" mobile phones are provided by the Helen Street office. The circumstances in which these phone may be used is outlined above.

Use of mobile phones while driving

Mobile phones may not be used while driving QAHC owned or leased motor vehicles nor while engaged on QAHC business if driving a non-QAHC vehicle. Drivers are required to ensure that any mobile phones in the vehicle are turned off when the vehicle is being driven.

These measures have been introduced in response to concerns that using a mobile phone while driving creates a significant accident risk, to the user and to other people on the road, because it distracts the driver, impairs their control of the vehicle and reduces their awareness of what is happening on the road around them.