Policy
iPhone & Micro SIM Policy
NSWHP_PD_0004

Sites where policy applies: • NSW Health Pathology corporate office
Target audiences: • NSW Health Pathology corporate office
Subject: Use of iPhone & Micro SIM cards

Related Matters: IT & Telecommunications
Such as legislation, Australian Standards, NSW Health Policy Directive, NSQHS Standard/EquiP Criterion and/or other, professional guidelines, codes of practice, etc

Policy Contact Officer (Position and Person): Director, Corporate Strategy, Systems & Support
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Summary
The aim of this policy is to provide employees with guidelines regarding the purchasing/supply of iPhones & Micro SIMS for company use within NSW Health Pathology.

Responsibility for distribution: Director, Corporate Strategy, Systems & Support NSW Health Pathology

Date authorised by NSW Health Pathology Executive: 3rd June 2013

Date of issue: 3rd June 2013

Review date: 3rd July 2014
Purpose / Policy Aims
The aim of this policy is to provide employees with guidelines regarding the purchasing/supply of iPhones & Micro SIMS for company use within NSW Health Pathology.

Eligibility
The NSW Health Pathology Executive Team are eligible to purchase an iPhone due to their requirements to carry out their Executive duties from outside of the office and the requirement to access emails, diaries, internet (data) and/or to be contactable outside the normal hours of work.

The delegation and authority to purchase an iPhone must be signed off and approved by the Chief Executive of NSW Health Pathology.

All applications for the purchase of an iPhone and/or accessories shall be completed on the Authority to Purchase – Mobile Telephones form. This form may change in accordance with equipment availability and supplier contract conditions. The form is available via the Executive Assistant to the Chief Executive, and only the current version should be submitted for processing.

All other employees who are eligible for a mobile phone are required to use the standard mobile phones that are purchased via the LHD Telecommunications Officer.

Conditions
iPhones are issued primarily for business use. Personal use is accepted but has implications for the individual and NSW Health Pathology for taxation purposes (FBT and GST). The person assigned the iPhone must pay for all personal calls from that phone including GST. It is a condition of access to mobile phone services that a Mobile Phone Declaration form and Payroll Deduction Authority be signed either by the staff member allocated the mobile telephone accepting the responsibility for paying the private call component, or, by the manager of the cost centre accepting responsibility for all call costs in the event of business only declaration being made.

Private call detail may be monitored and periodic assessments made as to the adequacy of usage declarations made. These will be discussed with the individual and manager involved.

Calls made from and to mobile telephones are timed calls. Therefore, where possible, land line telephones should be used in preference to mobile telephones to minimise costs.

It is an offence to use hand held mobile telephones when in control of a motor vehicle unless the vehicle is stationary and to the side of the road. Any person who incurs a fine for this offence shall be personally responsible for any fine/s imposed and may be subject to disciplinary measures by NSW Health Pathology.

All mobile telephone numbers are to be readily available to any staff member who may need to contact the person, unless specific approval is given by a member of the NSW Health Pathology Executive Committee to limit circulation of that number.

Employees are not permitted under any circumstances to purchase iPhones and/or accessories from other branches of the approved provider or another provider.
NSW Health Pathology Information and Telecommunications Services in consultation with Financial Services will ensure that approved goods and services for mobile telephones and/or accessories and services are procured in accordance with State Government contracts. Both units will also provide, or arrange, technical support and advice on special requirements.

Provision of ISD and International roaming access requires the approval Director Finance or delegate.

A register is maintained by the Telecommunications Services Officer that lists the details of the officer to whom the iPhone has been assigned along with asset identification, restrictions on use, cost centre and usage declarations. Any change involving a mobile telephone is to include consultation with the Executive Assistant to the Chief Executive who will notify the Telecommunications Officer.

All mobile telephone holders and users of pool phones are responsible for ensuring the return of the mobile telephone to the Executive Assistant to the Chief Executive upon termination of employment. The supervisor/authorised departmental head may then either terminate or reallocate the mobile telephone.

**Changes & Variations**

When replacing an iPhone/Micro SIM or upgrading indication should be made on the Authority to Purchase – Mobile Telephones order form whether the old phone, (without a sim card) will be kept, and the number stated. When setting up a new account it is necessary to arrange for the cancellation of the old account.

In the event of a mobile telephone being stolen, the Executive Assistant to the Chief Executive is to be contacted. The Executive Assistant can be contacted on (02) 4920 4001

Mobile telephone repairs are to be directed to the Executive Assistant to the Chief Executive who will contact the Telecommunications Services Officer who will determine warranty conditions and arrange return of the mobile telephone for inspection/repair as appropriate. A replacement phone will be provided to ensure continuity of service.

Any arrangements made by units to transfer an iPhone/Micro SIM to another unit or change the responsible officer nominated on the record should be advised to the Executive Assistant to the Chief Executive.

Surplus, obsolete and unserviceable handsets should be returned to the Executive Assistant to the Chief Executive at PO Box 846, Newcastle NSW 2300.

**Integrated Data**

It is a requirement that access to the internet for Health Telecommunications Equipment must be provided through a filtered medium therefore iPhones/Micro SIMS (unfiltered data) will only be supplied to the NSW Health Executive Team.

**Occupational Health & Safety**

The use of mobile phones in certain parts of the workplace and in company vehicles can create unsafe situations or potentially unsafe situations.
Policy

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The unsafe use of mobile phones within the workplace will result in disciplinary action.

Policy Outcome
Effective control over the order & supply of iPhones within NSW Health Pathology whilst ensuring maximization of the efficiency of available technologies and adherence to applicable tax legislation.

Key Accountability
NSW Health Pathology employees

Application
All NSW Health Pathology employees

Version history

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