

# POLICY AND PROCEDURES

## Purchase and Use of Mobile Phones

This policy is important to:

- All University Staff

POLICY NUMBER:	POI120430001
DATE APPROVED:	18 April 2012
POLICY CATEGORY:	General (Information and Communication Technology)
POLICY OWNER:	Pro Vice-Chancellor & Chief Information Officer

## 1. CONTEXT

This policy will ensure a fair usage of mobile phones provided to staff, students and members of the University. It will benefit the University by reducing costs incurred by the University for mobile phone use.

The purpose for this policy is to document a policy framework for the legitimate purchase and use of mobile phones for members of the University.

## 2. DEFINITIONS

- 2.1 **Approving Officer:** Heads of Departments or Schools, General Managers, Associate Directors, or personnel with appropriate financial delegation.
- 2.2 **Business Use:** University mobile phones are issued primarily for official University business and are not to be used for any unlawful purpose. Typical examples of university business include calls made to clients or work colleagues while away from your normal place of business.
- 2.3 **Cost-Centre:** Segment of the University in which costs can be segregated – identifies responsibility and controls costs.
- 2.4 **Reasonable Personal Usage:** It may be necessary for staff to use their University mobile phones for personal use where there is no alternative. Staff are expected to strictly limit such calls. E.g. calls made when travelling on business or when delayed due to business meetings

### 3. STATEMENT OF POLICY

- 3.1 Application: All requests for mobile phones must be submitted to Information Technology Services using the application form available on the Information Technology Services Web site, unless otherwise approved by the Vice-Chancellor, or as delegated by the Vice Chancellor. The form is located on the [Information Technology Services Intranet site](#)
- 3.2 Approval of applications for mobile phones can only be made by cost-centre managers who have the appropriate delegation limits for that cost-centre.
- 3.3 Only mobile phones on the Information Technology Services approved list are available for purchase. The list can be viewed on the [IT Services Intranet site](#).
- 3.4 Usage and responsibilities:
  - 3.4.1 Mobile phones may be acquired and used for legitimate University business only. They are not to be used for any unlawful purpose. Staff are required to follow the [Staff Code of Conduct](#) when using their mobile phone.
  - 3.4.2 Members of the University allocated a mobile phone are responsible for its proper use, care, maintenance and safekeeping. Negligence in this matter may result in the recovery of costs from the individual member concerned.
  - 3.4.3 In the case of lost or stolen University mobile phones Information Technology Services must be notified immediately. (Telephone Evan Hayward or Philip Newman on 9919 2319 or 9919 2348; or email )
  - 3.4.4 Limited personal use of a University mobile phone is permitted where this is unavoidable. Where the costs of personal calls exceed the limits laid down by individual cost-centres these are to be reimbursed by staff members (See appendix 9.1).<sup>1</sup> Employees when away on business are permitted personal calls to home. It is expected that sound judgement will be used in making both business and personal long distance calls as brief as possible.
  - 3.4.5 Where individual contracts of employment allow personal use of mobile phones, this will take precedence over this policy, but employees must strictly comply with the conditions of employment and the Staff Code of Conduct.
  - 3.4.6 Mobile phones may be transferred from one member of staff to another within the same Department if approved by the Head of Department. Permanent reallocation of mobile phones is to be communicated to Information Technology Services using the relevant form available on the Information Technology Services Web Site.
  - 3.4.7 Departments acquiring mobile phones must retain accurate usage records, including personal calls, for transmission to Finance and Information Technology Services if and when required.
  - 3.4.8 All costs and charges, for equipment and traffic, will be borne by the nominated cost centre.
- 3.5 Disposal: Mobile phones that are no longer required by cost-centres may be returned to ITS Acquisitions for disposal (Room 5.102, St Albans; Telephone 9919 2395; or email [ITS.acquisitions@vu.edu.au](mailto:ITS.acquisitions@vu.edu.au))

---

<sup>1</sup> Mobile Phones are exempt from Fringe Benefits Tax where they are primarily used in employment and where costs of personal calls are reimbursed to the University. Minor benefits valued at less than \$100 (e.g. limited personal use of phones) are also exempt.

## 4. PROCEDURES

Each cost-centre may develop its own specific procedures for the responsibilities and usage of mobile phones; and for the reimbursement of personal phone calls.

Information on mobile phones can be found the Information Technology Services Web site.  
<http://intranet.vu.edu.au/its/mobile>

## 5. POLICY ADVISOR

Vendor Management Coordinator – Information Technology Services

## 6. RELATED POLICIES AND LEGISLATION

### 6.1 Relevant Legislation

Fringe Benefits Tax Act 1986;  
The Privacy Act 1988;  
The Crimes Act 1914;  
The Copyright Act 1968; and,  
The Freedom of Information Act 1984.

### 6.2 Related Policies

[Disposal and Cleansing of VU Desktops and Laptops](#) (POI110607002)  
[Appropriate Use of ICT](#) (POI110603001)  
[Staff Code of Conduct](#) (POH111221000)

IT related policies are located on the [IT Policies web site](#)  
All Victoria University policies can be found at the [Central Policy Register](#)

### 6.3 Acknowledgement

VU Finance Department

## 7. CONSULTATION AND ACCOUNTABILITIES

### 7.1 Consultation

7.1.1 Finance Department  
7.1.2 Legal and Policy Secretariat (GPPS).  
7.1.3 Information Knowledge Management Committee (IKMC).  
7.1.4 Vice-Chancellor's Advisory Committee (Services).  
7.1.5 Approval by Vice-Chancellor.

### 7.2 Accountabilities

7.2.1 RESPONSIBILITY  
Director – Information Technology services, for the management of the policy.

Associate Director, Information Technology Services – Networks and Computing Branch for operational compliance of the policy.

#### 7.2.2 IMPLEMENTATION PLAN

The Networks and Computing Branch of Information Technology Services will be responsible for the overall implementation of this policy.

#### 7.2.3 TRAINING PLAN

Relevant user documentation will be available on the Information Technology Services website.

#### 7.2.4 COMPLIANCE

Use of mobile phones not in accord with this policy may result in recovery of costs, withdrawal of mobile phone privileges, and disciplinary action.

Cost centre managers are responsible for the management and monitoring of mobile phone use, and compliance with this policy.

#### 7.2.5 EFFECTIVENESS OF THIS POLICY

There will be periodic checks to ensure that this policy is being adhered to.

## 8. FORMS

In order to benefit from the University's contract with Optus for the provision of mobile phone and related services, this form must be completed by the relevant cost-centre at the time of purchase. Application forms for acquiring a mobile phone can be found at the Information Technology Services Web site <http://intranet.vu.edu.au/its/mobile>. Before completing this form, you should seek advice from Evan Hayward (Ext. 2319) who will provide you with current information about options services and costs. The form can then be faxed to Evan on 9919 2785

## 9. APPENDICES

### 9.1 Staff Reimbursement Process

Staff should receive a copy of their mobile phone account each month and will:

1. Highlight personal phone calls/charges on mobile phone account.
2. Tally personal charges.
3. Deduct any limit determined by the individual cost centre or the recommended limit of \$8.33 per month ie, \$100 per year.
4. Complete a deposit slip and select the GST Code "C".  
[http://intranet.vu.edu.au/finance/pdf\\_files/Forms/Depslip2002.pdf](http://intranet.vu.edu.au/finance/pdf_files/Forms/Depslip2002.pdf)
5. Forward payment; highlighted mobile phone account and completed deposit slip and payment to the cashier to bank and allocate reimbursement to the cost centre through receipting system. Payments can be made with cash, credit card or cheques
6. Evidence of payments (ie, receipts) should be attached to monthly phone statements and filed in a secure and safe place for a period of 7 years. This information will need to be produced in the event of future audits

*"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."*

## POLICY HISTORY

Version approval date	Summary of changes
18 April 2012 (POI120430001)	Amended via review
22 June 2011 (POI110620000)	Updated via minor amendments
20 June 2011 (POI100713001)	Updated via minor amendments
13 July 2010 (POI00713000)	Updated via minor amendments
23 November 2007 (POI06062600)	Amended via review
14 July 2006 (POI040809006)	Updated via minor amendments
17/06/2004 (POI040809006)	New 'Purchase and Use of Mobile Phones' policy first effective