



This policy applies to members and APS employees.

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**Introduction**

1. This policy details provisions regarding access to mobile devices and Tribunal systems for business purposes.
2. Modern business dealings require the use of mobile devices to meet client, stakeholder and organisational expectations. Some members and employees may be required to carry such a mobile device as part of their responsibilities. Such devices are also deemed to increase efficiency and productivity in many ways such as:
  - (a) managing time and resources more efficiently;
  - (b) creating more efficient communication processes;
  - (c) balancing work and family commitments;
  - (d) enhancing safety; and
  - (e) greater access to Tribunal IT services (e.g. email, Outlook calendar, SMS).
3. This policy does not apply in relation to the use of personal mobile devices for remote access to work emails and Tribunal systems, unless otherwise specified under paragraphs 8 to 11.

**Associated policies and procedures**

4. Other policies relevant to use of mobile devices for business purposes are:
  - (a) *HR Policy – Taking work outside office*
  - (b) *HR Policy – Use and security of IT facilities*

**Approvals**

5. The following officers may authorise the use of personal mobile devices or the issue of a Tribunal device for business use:
  - (a) Registrar (for members and SES)
  - (b) Executive Directors

6. Members and employees requesting to use a personal or tribunal issued mobile device must provide a supporting statement from their manager when sending requests to the relevant delegate.
7. HR delegations exist in relation to this policy and related allowances. These delegations can be found on the intranet.

#### **Authorising business use of personal mobile devices to meet a critical business need**

8. Use of personal mobile devices may be approved when a member or employee has a critical business need to have access to systems and information out of hours, when absent from the office and/or where there may be an urgent or critical business need to be contactable.
9. Where the use of a personal mobile device is approved due to a critical business need, a mobile allowance of \$18.50 per pay is payable to the member or employee. This allowance is a contribution towards the costs of using a personal mobile device for business purposes. This allowance is not taxable and is not considered part of salary for superannuation purposes.

The "Mobile/Data allowance claim form" available from the intranet needs to be completed and submitted for this allowance to commence.

10. Where a member or employee takes extended leave (i.e. 4 weeks or more) or moves to a different position for which business use of a mobile device is not required, the mobile allowance will be ceased for that period. In these circumstances, Members and employees are responsible for notifying HR (via the HR mailbox) to cease allowance payments when on extended leave or when moving to a different position that does not require a mobile device.
11. The following positions are pre-authorized for business use of personal mobile devices:
  - (a) President
  - (b) Division Heads
  - (c) Full time Deputy Presidents
  - (d) Full-time Senior Members
  - (e) Registrar
  - (f) Executive Directors
  - (g) District Registrars
  - (h) Directors

12. Except for pre-authorized positions, the need for critical business use of a mobile device will be reviewed at least annually or as required. It is generally expected that employees in receipt of a Special Duties Allowance for IT systems monitoring would be granted approval to use their own device under this provision.
13. In exceptional circumstances where a business case can be made, an additional subsidy may be approved by the delegate. The business case must include details of costs incurred and reasons for any high levels of usage.

#### **Tribunal issue of mobile devices, accessories and software**

14. The Registrar may determine that the Tribunal will issue a mobile device to a member or employee for business and limited personal use.

15. Where the Tribunal issues a mobile device, no allowance is payable as costs are incurred directly by the Tribunal as owner of the equipment. If a mobile device is issued by the Tribunal, its use may be subject to an individual arrangement as determined by the Registrar.
16. Where a member or employee takes extended leave (i.e. 4 weeks or more) or moves to a different position, the mobile device and any accessories must be returned for that period.
17. Users must not use a Tribunal issued mobile device for any activity prohibited by the *HR Policy - Use and Security of IT Facilities Policy*.
18. The user of a Tribunal issued mobile device is responsible for its safekeeping at all times. Where a Tribunal device is lost or stolen, the user must report this to their manager and the IT section as soon as possible. The Tribunal may hold the person responsible for the cost of repair or replacement where there is evidence that a Tribunal device has been lost, damaged or destroyed due to inappropriate use.
19. Tribunal issued mobile devices (and any related accessories) needs to be returned in good working order to the IT section when a member or employee transfers to another work area or leaves the Tribunal.
20. Under certain circumstances, the Registrar may grant approval for the departing employee to purchase property that has been on personal issue, including mobile devices. Where a member or employee elects to purchase a mobile device under this provision, the Tribunal is no longer responsible or liable for subsequent usage costs, maintenance or repairs.

#### **Contact number for business purposes**

21. Where a member or employee is in receipt of the mobile allowance or has been issued a Tribunal mobile device, a mobile phone number must be made available on Tribunal systems as a contact number for business purposes.

#### **Standards for Tribunal purchased mobile devices**

22. The IT section sets and maintains the standards for all Tribunal mobile devices and accessories in line with Commonwealth guidelines. The procurement of all mobile devices and accessories must comply with relevant standards and guidelines and be in line with procurement policy and procedures.

#### **Limited personal use of Tribunal issued mobile devices**

23. Where the Tribunal issues a mobile device, limited personal use is permitted. The Tribunal will monitor Tribunal issued mobile device use. Where account costs appear excessive or unusual, the Tribunal may seek to recoup costs or recall the device.
24. Tribunal issued mobile devices must only be used by the member or employee to whom the device is issued.
25. Access to services that may incur additional costs, including International Roaming, require the Registrar's approval.



Sian Leathem  
Registrar  
22 March 2018

**Revision History:**

<b>Name</b>	<b>Role</b>	<b>Date</b>	<b>Reason for update</b>	<b>Issue</b>	<b>Proposed review date.</b>
Catherine Wadey	HR Partner	31 August 2015	Tribunal amalgamation	1.0	June 2017 or earlier if required for operational
Catherine Wadey	HR Adviser	26 November 2015	Add reference to allowance claim form in para 8.	1.1	June 2017 or earlier if required for operational reasons.
Catherine Wadey	HR Adviser	15 December 2015	Correct clause 7, it referred to full time Deputy Registrars should say full time	1.2	June 2017 or earlier if required for operational reasons.
Cid Bartolome	IT Projects Officer	22 March 2018	Policy review	2	As required.