



MOBILE PHONE POLICY

Effective: January 2024

To be reviewed: December 2026

***To help the public service
spend wisely***

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INTRODUCTION

1. The nature of Office of the Auditor General’s (“OAG” or “Office”) work requires its staff to be able to connect to data services and to be contactable while working from a client’s premises, or remotely, as well as in the office. Management, and occasionally other staff, are also required to be contactable around the clock in the event of an emergency. Staff can and do work in the office, at a client’s or other work site, or from home. This document sets out the OAG’s policy for the provision of mobile phones (smart phones) and the reimbursement of communication costs (phone calls, SMS, data) to support effective and timely communication within the OAG.

SCOPE OF THE POLICY

2. This policy applies to all staff. Breach of this policy may be dealt with under the Human Resources Management Policy and Procedures Manual and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

3. The Auditor General has overall responsibility for the effective operation of this policy.
4. All staff are responsible for complying with this policy and for ensuring that it is consistently applied. Any breach of this policy should be reported to the Auditor General.

HARDWARE

5. The OAG will provide the Auditor General, Deputy Auditors General, Audit Managers, and Corporate Services Manager with a smartphone up to a value of \$1,300. The phone will remain the property of the OAG for a three-year period until fully depreciated.
6. Phones will normally be replaced every three years. During those three years, the OAG will replace a phone once due to theft, loss or damage. Any subsequent replacements within the three-year time frame will be at the employees’ own cost. Old handsets that have been fully depreciated can be retained by the employee or offered to other staff members. Staff leaving the office during the three-year period and wishing to retain their phone may do so by paying the remaining value or in exceptional cases, an alternative sum agreed by the Deputy Auditor General responsible for OAG Finances.

7. The provision of mobile phones to other members of staff will be considered on a case-by-case basis. In such instances, a clear business case will be prepared, and approval of the Auditor General will be sought.

MOBILE PHONE PLAN AND USAGE COSTS

8. **Auditor General** - The OAG will meet the plan and usage costs for the Auditor General's phone. The OAG will be billed directly for the Auditor General's phone.
9. **Employees for whom OAG has paid for their phone** - The OAG will pay a monthly allowance of \$35 to all OAG managers and any other staff for whom the OAG has bought a phone. This is to cover the cost of calls and data and is consistent with the amount of the AG's monthly package.
10. **Other employees** - The OAG will pay a monthly allowance of \$50 to all other OAG employees towards the costs of their calls and data usage and their personal phone's depreciation.

OVERSEAS ROAMING COSTS

11. For all staff, the OAG will meet reasonable business costs incurred while overseas on OAG business. When travelling, value for money should be considered when using phones for official business. The OAG may consider paying for a roaming package if staff are travelling for OAG business and this must be subject to the agreement of the Auditor General in advance.
12. Employees should make every effort to use Wi-Fi services for data purposes and if no package is in place, try to avoid using data roaming while overseas.