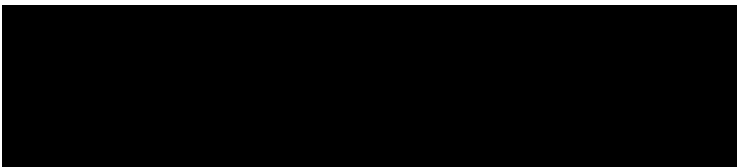


Our Ref: OIA22 - 6

24 February 2022



### Official Information request - Mobile Phone Policy

I refer to your email dated 9 February 2022 to the Education Review Office requesting as follows under the Official Information Act 1982:

*A copy of ERO's mobile phone usage and reimbursement policy (in relation to the use of a mobile phone with its usage fee paid for, in full or in part, by the Education Review Office, regardless of whether the phone was supplied by ERO to an employee or contractor, or whether the employee/contractor provided its own phone).*

*The term "reimbursement" in this request may refer to any reimbursement policy where ERO requests the employee/contractor to reimburse ERO for private usage, or where ERO subsidises/reimburses an employee/contractor for business usage of a mobile service not paid for by ERO.*

ERO has an Information and Communications Technology (ICT) systems and equipment policy for all users so they are able to perform their duties under a contract of service or contract for service.

The ICT systems and equipment policy does not specifically cover "reimbursement" as defined in your email.

ERO has a general policy on personal/private expenditure incurred in emergencies or exceptional circumstances or where the claimant has prior approval of their manager to be charged to ERO. An example of prior approved expenditure or exceptional circumstances could be for usage of a mobile service by an employee/contractor while travelling overseas on ERO business.

Ngā mihi



Jeremy France  
Deputy Chief Executive Corporate Services  
Education Review Office | Te Tari Arotake Mātauranga  
National Office | Tari Matua