

DIVISION OF FACILITIES MANAGEMENT

Guidelines for Staff Entitlement to Communication Equipment and Services

Position	Unrestricted Mobile Phone	Restricted Mobile Phone	Unrestricted Mobile Phone & Internet Access (by connecting phone to laptop)	Data Card (used to connect laptops to the internet)	Apple iPhone	Other Devices & services (e.g. ADSL connections, PDA's, tablets minis, etc.)	*Computers & Software (Desktop/ Laptop)
Executive Director	✓	✓	✓	✓	✓	<i>Approval Required</i>	✓ C2
Director	✓	✓	✓	✓	✓	<i>Approval Required</i>	✓ C2
Project Managers (multi campus responsibilities – instant responses & same day approval)	<i>Approval Required</i>	✓	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	✓ C3
Campus Services Manager	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	✓ C1
Administration Staff (instant responses)	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	<i>Approval Required</i>	✓ C1

✓ Indicates approval is automatically granted to obtain this device

Approval Required Indicates approval of the Executive Director

- All requests for the above devices should be logged with the Executive Director, request forms should be completed as per the [DIT Computer Shop](#)
- Where approval is automatically granted (indicated by ✓), request forms should be completed as per the [DIT Computer Shop](#) using the appropriate order forms and approvals.

DFM SOFTWARE CATEGORIES

C1 – Adobe Acrobat Professional

C2 – Adobe Acrobat Professional, MS Project, MS Viso

C3 - Adobe Acrobat Professional, MS Project, MS Viso & AutoCAD

**Laptop will be standard unless requested otherwise*