

Council

POLICY REVIEW – TELECOMMUNICATIONS –  
COUNCILLORS AND STAFF

Policy with Amendments

Meeting Date: 8 September 2020

Number of Pages : 2

TELECOMMUNICATIONS – COUNCILLORS ~~AND STAFF~~

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Finance	Financial Management

**OBJECTIVE:**

To ensure that councillors ~~and staff who are required to be contactable 24 hours a day~~ are reimbursed adequately for telecommunications and information technology costs, ~~for their availability.~~

**POLICY:**

Elected Members

- ~~Elected members~~Councillors shall be paid an annual ~~telecommunications allowance~~ Information and Communication Technology Allowance, to be reviewed annually in conjunction with attendance fees of \$2,000.00.
- The annual allowance is to be paid monthly in arrears.
- Reimbursement of member expenses in excess of the annual allowance made under this policy is required to be substantiated by the claimant through the production of receipts.
- The Chief Executive Officer is authorised to reimburse member expenses in excess of the annual allowance in accordance with this policy.
- A mobile telephone shall be supplied to the Shire President by the Council with all related costs to be borne by the Council.

Staff

- ~~The Council will accept responsibility for the reimbursement of telephone costs as detailed below:~~
  - ~~Works Supervisor: All Service and Equipment Rental Charges;~~
  - ~~Ranger: All Service and Equipment Rental Charges.~~
- ~~Rental charges incurred by a designated staff member in relation to one telephone at his or her place of residence shall be reimbursed on submission of receipts.~~
- ~~The Chief Executive Officer may include telephone allowances and / or provision of mobile phones in employment contracts with senior staff.~~

ADOPTED: **NOVEMBER 2004**

LAST REVIEWED: **17 JULY 2018**

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