

POLICY NO: F/FM/4

FORMER POLICY NO: A4

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 their availability.

POLICY:

Elected Members

1. Elected members shall be paid an annual telecommunications allowance of \$2,000.00.
2. The annual allowance is to be paid monthly in arrears.
3. 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.
4. The Chief Executive Officer is authorised to reimburse member expenses in excess of the annual allowance in accordance with this policy.
5. A mobile telephone shall be supplied to the Shire President by the Council with all related costs to be borne by the Council.

Staff

1. The Council will accept responsibility for the reimbursement of telephone costs as detailed below:
 - a) Works Supervisor: All Service and Equipment Rental Charges;
 - b) Ranger: All Service and Equipment Rental Charges.
2. 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.
3. 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
