



# **WEDDIN SHIRE COUNCIL**

**POLICY NUMBER: 14.13.4**

## **POLICY FOR TELEPHONE REIMBURSEMENT**

**Adopted: 17 August 2017**

## **POLICY FOR TELEPHONE REIMBURSEMENT (NO. 14.13.4)**

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1. **Title:** Policy for Telephone Reimbursement
2. **Number:** Policy Number 14.13.4
3. **Purpose**  
The purpose of this policy is to nominate what expenses may be reimbursed to employees for private telephone expenses.
4. **Application**  
The policy applies to the General Manager and those employees nominated by the General Manager as required to be contactable by telephone.
5. **Policy**
  - i) Council will reimburse the full cost of landline and equipment rental.
  - ii) Council will contribute the amount of \$30 per quarter towards the cost of landline calls.
  - iii) Claims for expenses greater than this amount will require detailed substantiation.
  - iv) Council will pay the cost of charges and all business calls on Council owned mobile phones: excessive private calls are to be paid for by the employee.
6. **Review and Amendment**
  - This policy shall be reviewed by September 2017 and thereafter at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
  - This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.
7. **Adoption**
  - This policy commences as from the date of adoption by Council, being 17 August 2017 and replaces any previous policy.
8. **History**

<b>Version</b>	<b>Details</b>
14.1.13	Adopted 17 August 1990
14.13.1	Adopted 24 January 2008
14.13.2	Reviewed 18 June 2009 (unchanged)
14.13.3	Adopted 21 June 2013
14.13.4	Adopted 17 August 2017