

TELECOMMUNICATION REIMBURSEMENT - COUNCILLORS >>

1. PURPOSE >>

- a) To outline the procedure for Councillors to reimburse council for personal calls made using council owned mobile phones, or existing council supplied land line connection; and
- b) To outline the procedure for council to reimburse Councillors for their connection costs and calls associated with their land line and internet connection at their home office for the purposes of official council business.

2. SCOPE >>

The provisions of Chapter 5, Part 1, Division 2 of the *Local Government (Operations) Regulation 2010* will always apply, and this procedure does not override the Regulation in any way.

This procedure applies to the:

- Mayor and all Councillors who have been provided with a council owned mobile phone or existing council supplied land line connection; and the
- Mayor and Councillors who have installed a land line and internet connection at their own home office for the purposes of official council business.

3. RESPONSIBILITY >>

The Mayor and Chief Executive Officer are responsible for ensuring this procedure is adhered to.

4. DEFINITIONS >>

Personal calls – *any telephone call made on council owned mobile phone, or existing council supplied land line connection, that is not official council business.*

Official Council business – *refers to all telephone calls made on a council owned mobile phone, or existing council supplied land line connection, that assists the Mayor and Councillors to discharge their duties and responsibilities as councillors. [refer to Section 12 Local Government Act 2009 and S44 Local Government (Operations) Regulation 2010].*

5. PROCEDURE >>

In accordance with Council's Councillor Facilities Policy:

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- a) the Mayor and Councillors will reimburse council for any personal calls made via the council owned mobile phone, or existing council supplied land line connection. A summary of the charges on Council's mobile phone plan is shown in Table 1 of this procedure.
- b) Council will reimburse the Mayor and Councillors for telecommunication expenses as outlined in Table 2 of this procedure.

The procedures are outlined in Schedule A.

6. LEGAL PARAMETERS >>

Local Government Act 2009

Local Government (Operations) Regulation 2010

Local Government (Finance, Plans and Reporting) Regulation 2010

7. ASSOCIATED DOCUMENTS >>

Councillor Facilities Policy

Councillor Phone History Database

Councillor Phone Account Cover Letter

Accounts Receivable Invoice Request Form

Payments request form

Reimbursement of Expenses form

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PROCEDURE
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CORPORATE GOVERNANCE



SCHEDULE A

| Facility | Procedure | Responsible Officer |
|---|--|-----------------------------|
| Reimbursement of personal calls on Council issued phones | A copy of each Councillors monthly phone bill is provided to Corporate Governance for processing. | Knowledge Management |
| | The total cost for all telephone calls made by each Councillor for the billing period is recorded in the Councillor Phone History electronic database by the Governance Support Officers. | Governance Support Officers |
| | A copy of the phone account is provided via email to the Councillor with the Councillor Phone Account Cover Letter and the billing period for which the account applies. | Governance Support Officers |
| | The Councillor is required to nominate the value of personal calls made for the month and sign the cover letter agreeing to reimburse council for that amount. The cover letter is then to be returned to the Governance Support Officers. | Councillor |
| | A Councillor can nominate that they made no personal calls during the month, in which case they should nominate \$0 on the Phone Account Cover Letter, sign and return to the Governance Support Officers. | Councillor |
| | A copy of the signed cover letter and a completed Invoice Request Form (including general ledger account detail 41.4111.424.1861.00 and the relevant job cost number for each Councillor) to Accounts Receivable where an invoice is generated and sent to the Councillor. | Governance Support Officers |
| | A copy of the invoice is requested by the Governance Support Officers and kept with the signed cover letter. | Finance |
| | The invoiced amount is recorded in the Councillor Phone History electronic database. If the cover letter is not returned | Governance Support Officers |

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PROCEDURE
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| Facility | Procedure | Responsible Officer |
|---|--|-----------------------------|
| | the database is left blank. | |
| Reimbursement of out of pocket expenses for Councillor's dedicated Home Office land line – used for official purposes only | A copy of each Councillors monthly bill is to be provided to Corporate Governance for reimbursement accompanied by proof of payment and reimbursement claim form | Councillors |
| | The Governance Support Officers will process all eligible expenses as shown in Table 2 for reimbursement and complete a request for payment form | Governance Support Officers |
| | The request for payment form is forwarded to finance for processing | Governance Support Officers |
| | The reimbursed amount is recorded in the Councillor Phone History electronic database. | Governance Support Officers |

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TABLE 1 TELECOMMUNICATION ACCOUNT & USAGE COSTS

Mobile Devices

Summary of charges - Ongoing

Voice - \$10 monthly

Data - \$10 monthly for 1 GB. (Level 3 approval required for activation)

Summary of charges - Usage based

Multimedia Messages - Picture \$0.50, Video \$0.75 (Level 3 approval required for activation)

TCC Mobile to TCC Mobile - Voice Calls are free

TCC Mobile to TCC Mobile SMS - \$0.17 Per Message

TCC Mobile to Local Numbers - Calls are \$0.18 Per Minute

TCC Mobile to National Numbers - \$0.19 Per Minute with no connection fee

TCC Mobile to Mobile - \$0.19 Per Minute

TCC Mobile to Mobile SMS - \$0.17

TABLE 2 REIMBURSEMENT ELIGIBILITY SCHEDULE

| | Fixed Land Line Rental (one nominated landline only) | Fixed Land Line Handset Rental (one device) ¹ | Fixed Land Line Calls (Local and 13 calls) ¹ | Fixed Land Line STD and 'fixed to mobile' Calls ¹ | Fixed Land Line IDD Calls ¹ | Fixed Line Message Service ¹ | Broadband at home ¹ | Fees for late payments ¹ | Line connection costs ^{1,2} |
|------------------------------|--|--|---|--|--|---|--------------------------------|-------------------------------------|--------------------------------------|
| Mayor/ Councillor | Yes | Yes | Yes (all) | Up to \$50 per month | Prior authorisation required | Yes | Yes (up to \$100) | No | Yes |

¹ Authorised "Fixed Land Line Rental" eligibility is a prerequisite

² Includes a once off payment to a maximum of \$200 for installation and associated equipment

³ Includes relocation and termination costs associated with moving a landline to a new address. Excludes all other moves, adds and changes costs.

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