



## A10 Mobile Phone Allowance

### Policy Objective

To provide guidelines that will enable Approved Officers to source their own Mobile Device and receive a subsequent Mobile Phone Allowance, as opposed to receiving a Shire-provided mobile phone.

### Policy

Approved Officers who would normally have a Shire-provided mobile phone may, upon request and at the absolute discretion of the Chief Executive Officer, have access to a \$25.00 per week Mobile Phone Allowance.

In the case of the request being made by the Chief Executive Officer, the Shire President will determine the approval for the allowance.

Should the Mobile Phone Allowance be approved, the Approved Officer must source their own Mobile Phone or Device, and will be responsible for all call costs, data costs and handset plans.

Approved Officers will be required to be contactable at all times, as would normally be the case with a Shire-provided mobile phone.

Should an Approved Officer's privately provided handset become inoperable for whatever reason, a standard handset from the Shire will be made available for use by the Officer in the intervening period. In this instance, the Mobile Phone Allowance will be cancelled during the intervening period; unless the Chief Executive Officer (or Shire President for matters related to the Chief Executive Officer) determines that the intervening period is a short enough length of time such that the administrative costs of withdrawing the Mobile Phone Allowance would outweigh the benefit.

Approved Officers acknowledge that the Mobile Phone Allowance is a taxable allowance, and will not count towards the Officers' salary for the purpose of calculating the Superannuation Guarantee Charge.

<b>DOCUMENT CONTROL BOX</b>		
<b>Custodian:</b> Chief Executive Officer	<b>Decision Maker:</b> Council	
<b>Compliance Requirements:</b> Appropriate Annual Budget Allocations		
<b>Legislation:</b>		
<b>Industry:</b>		
<b>Organisational:</b>		
<b>Document Management:</b>		
<b>Risk Rating:</b> Low	<b>Review Frequency:</b> 4 Years	<b>Next Due:</b>
<b>Version #</b>	<b>Decision Reference:</b>	<b>Description:</b>
a	OCM 21/07/2020 Item 13.2	New Policy Established
b	OCM 19/07/2022 Item 12.1.2	Comprehensive Policy Register Review
c	OCM 21/11/2023 Item 12.1.1	Comprehensive Policy Register Review
d	OCM 17/12/2024 Item 12.1.2	Policy Reconfirmed – No Amendments