

MINISTERS OF THE CROWN, STAFF, VEHICLES, MOBILE PHONES, PAGERS AND CREDIT CARDS

1622. Hon. C.L. Edwardes to the Minister for Community Development, Women's Interests, Seniors and Youth; Disability Services; Culture and the Arts

With respect to the Minister's office, as at 11 March 2002, will the Minister indicate for each staff member in their office the following details -

- (a) name, level and type of employment contract;
- (b) the number of vehicles attached to the office, the names of the staff to which they are allocated and under what scheme are they allocated to the staff member;
- (c) how many mobile phones are available at the Minister's office and to which staff are they allocated;
- (d) are the mobile phone bills audited for the number of non-government related calls;
- (e) how many pagers are available and to which staff are they allocated;
- (f) how many Government credit cards have been authorised for use by the Minister's office and to which officers have they been allocated and what is the limit of each card allocated; and
- (g) how often are audits conducted on credit card purchases?

Ms McHALE replied:

- (a) Robyn Daniels Level 9 Term of Government  
Kay Lunt A/Level 7 Sub Level 5 Seconded from Department for Community Development.  
Luke Garswood Level 5 Term of Government  
Jacqui Allen Level 7 Term of Government  
Priscilla Fouracres Level 6 Seconded from Sir Charles Gairdner Hospital  
Veronica Jeffery Level 5 Term of Government  
Elizabeth Vivian Level 4 Term of Government  
Natasha Lobo Level 3 Public service  
Lyn Pearce A/Level 2 Sub Level 1 Seconded from Department for Community Development  
Vicky Eraine Level 2 Term of Government  
Helen Hammer Level 2 Contracted until 31 May 2002
- (b) 3 vehicles are attached to the Minister's Office:  
Robyn Daniels Government Vehicle Scheme  
Kay Lunt Home Garaging Only  
Priscilla Fouracres Government Vehicle Scheme
- (c) 7 mobile phones allocated to Robyn Daniels, Priscilla Fouracres, Kay Lunt, Luke Garswood, Jacqui Allen, Veronica Jeffery, Natasha Lobo.
- (d) All mobile telephone usage within Ministerial Offices is subject to the Department of the Premier and Cabinet's Computing and Communications Acceptable Use Policy, which provides that:  
'Limited personal use of facilities by staff is permitted provided:
  - (i) It is endorsed by local management;
  - (ii) It does not interfere with work, or the work of anyone else; and
  - (iii) It does not involve unethical behaviour.'

In addition, Premier's Circular 24/01 stipulates that mobile phones are provided for work related purposes, however there will be circumstances where private use is acceptable. However, mobile phones are not to be used for conducting private commercial activities, party political or campaigning purposes, or accessing fee incurring information services for unofficial or unnecessary purposes.

The Premier's Circular requires agencies to adopt monitoring processes to address mobile phone usage, however there is no requirement for the number of non-government related calls on mobile phone accounts to be specifically audited. Detailed information on the usage of telephone facilities is retained by the Department and can be scrutinised at the direction of the Director General if necessary.
- (e) None
- (f) 4 credit cards have been authorised for use.

Robyn Daniels Visa \$15,000 American Express \$15,000  
Veronica Jeffery Visa \$3000  
Natasha Lobo Visa \$15,000

- (g) Credit card expenditure is subject to regular periodic testing under the Department of the Premier and Cabinet's internal audit program in accordance with Part XII of the Treasurer's Instructions accompanying the Financial Administration and Audit Act 1985.

External review of departmental transactions, including credit card expenditure, is also undertaken by the Office of the Auditor General in respect of each financial year.