

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

1619. Hon. C.L. Edwardes to the Minister for Planning and Infrastructure

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 MacTIERNAN replied:

- (a) Richard Farrell Acting Level 9 TOG; Vince McMullen Level 7 seconded in; Paul Joyce Level 7 TOG; Su Lloyd Level 7 short-term contract; Steve Keogh Level 6 seconded in; Margaret Vincent Level 5 TOG; Susan Martin Level 4 TOG; Dragana Perovic Level 3 TOG; Kathy Leong, Level 2 permanent; Gendy King Level 2 TOG; Linda Vuleta Level 2 (part-time) TOG; Candace Price Level 2 (part-time) TOG; Peter Van Gent Level 7 short term contract.

Agency staff: Main Roads - John Clydesdale Level 6/Acting 7 permanent; DPI - Karl White, Level Acting 6 permanent, Lesley Affleck, Acting Level 5 permanent; Valerie Payne Level 1 short term contract.

- (b) 3, Richard Farrell - GVS, Steve Keogh - GVS, Vince McMullen - pool car.
- (c) 8 - Richard Farrell, Steve Keogh, Paul Joyce, Vince McMullen, Su Lloyd, John Clydesdale, Peter Van Gent, Susan Martin.
- (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) Nil
- (f) American Express - Richard Farrell \$10 000, Margaret Vincent \$20 000, Dragana Perovic \$20 000 limit
Visa - Richard Farrell \$10 000, Margaret Vincent \$10 000, Steve Keogh \$10 000, Susan Martin \$10 000, Vince McMullen \$10 000 & Paul Joyce \$10 000 limit.

- (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.