

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

1616. Hon. C.L. Edwardes to the Minister for Consumer and Employment Protection; Training

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?

Mr KOBELKE replied:

(a)	Name	Level	Type of Employment Contract
	Susan Barrera	L9.1	Seconded from DOCEP
	Robert Horstman	L8.1	Seconded from DOCEP
	Matt Keogh	L7.3	Short Term Ministerial Contract
	Peter Rose	L7.1	Seconded from Dept of Training
	Simon Ward	L7.1	Term of Government
	Steve Manchee	L6.4	(with allowance to 7.2) TOG
	Judy Kurowski	AL5.3	Permanent Public Servant
	Sue Lothian	AL4.1	Seconded from DOCEP
	Lisa Davenport	AL3.2	Permanent Public Servant
	Trena Dimovski	AL2.2	Fixed Term Contract
	Jane O'Neil	AL2.2	Fixed Term Contract
	Camilla Shack	AL2.1	Fixed Term Contract

(b)	Three cars are allocated to the office.	
	Names:	Scheme
	Susan Barrera	Chief of Staff
	Robert Horstman	Policy Adviser
	Steve Manchee	Media Secretary
		GVS
		Nil (home garaging)
		GVS

(c)	Seven mobile phones.	
	Chief of Staff	Susan Barrera
	Policy Adviser for Labour Relations	Robert Horstman
	Policy Adviser Industrial Relations	Matt Keogh
	Policy Adviser Consumer Affairs	Simon Ward
	Policy Adviser Training	Peter Rose
	Media Secretary	Steve Manchee
	Executive Officer	J Kurowski

- (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) One pager – unallocated.

(f) Three Credit Cards:

Name	Card	Limit
Chief of Staff Susan Barrera	ANZ Visa Card	\$10,000
Executive Officer Judy Kurowski	ANZ Visa Card	\$10,000
	American Express Card	\$10,000

(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.