

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

1625. Hon. C.L. Edwardes to the Minister representing the Minister for Housing and Works; Local Government and Regional Development; the Kimberley, Pilbara and Gascoyne

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)

NAME	POSITION	EMPLOYMENT	TYPE
	LEVEL		
John Phillimore	Chief of Staff	T.O.G.	8
John Dedman	Executive Officer	Public Servant	6
Sylvia Mortas	Principal Adviser – Housing	T.O.G.	6
Bill Bowker	Ministerial Liaison Officer – Housing	Public Servant	A/6
Anne Wood	Senior Adviser – Loc Govt and Works	T.O.G.	6
Shelley Eaton	Senior Adviser – North West	T.O.G.	6
Julie Cole	Media Adviser	T.O.G.	6
Santa Squadrito	Executive Assistant/Appointments	T.O.G.	A/4
Clare Pritchett	Administrative Officer – Correspondence	Public Servant	A/2
Rheanna Rodd	Administrative Officer – Reception	Public Servant	A/2

- (b) 3.  
Julie Cole – G.V.S.  
John Phillimore – G.V.S.  
John Dedman – Home Garaging

- (c) 4.  
Julie Cole  
John Phillimore

(2) Spares held by Executive Officer – for use by staff travelling with minister.

- (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) Visa	Sylvia Mortas	\$10,000
	Bill Bowker	\$5,000
	Shelley Eaton	\$2,000
	Anne Wood	\$10,000
	John Dedman	\$20,000
	John Phillimore	\$10,000
Amex	John Dedman	\$25,000
	John Phillimore	\$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.