

GOVERNMENT DEPARTMENTS AND AGENCIES, EXPENDITURE ON POSTAGE, AUDITING

2573. Mrs C.L. Edwardes to the Minister for Planning and Infrastructure

For each Department and agency under the control of the Minister, including the Ministerial office -

- (a) what was the monthly expenditure on postage for each of the financial years 2001/2002, 2002/2003 and for each month, to date, of the current financial year;
- (b) what was the value of stamps purchased;
- (c) what was the value of 'franked' items posted; and
- (d) when was the last time that postage expenditure was audited?

Ms A.J. MacTIERNAN replied:

Albany Port Authority

- (a)

2001/2002	\$143.55 per month
2002/2003	\$129.67 per month
2003/2004	\$131.25 per month
- (b) No postage stamps are purchases (see item c)
- (c) All postage is arranged through an account with Australia Post and the use of a stamp on letters with the words "Postage Paid – Australia"
- (d) The APA's accounts are audited each year.

Broome Port Authority

(a)

Month	2001/02	2002/03	2003/04
July	101.57	131.32	218.70
August	101.57	205.94	180
September	101.57	0.81	437.23
October	101.57	153.93	214.68
November	101.57	232.13	139.64
December	101.57	200.16	59.11
January	101.57	300.37	150.3
February	207.84	173.37	233.09
March	90.92	182.45	188.51
April	173.59	150.4	
May	20.91	816.80	
June	326.45	121.11	
Total	1,530.71	2,668.79	1,821.26

- (b) \$5,398.43
- (c) Nil
- (d) February 2004

Bunbury Port Authority

- (a)

2001/2002	
July	\$111.08
August	\$128.28
September	\$133.08

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October	\$83.11
November	\$603.95
December	\$123.59
January	\$102.29
February	\$118.20
March	\$120.60
April	\$123.14
May	\$108.49
June	\$88.53

2002/2003

July	\$185.17
August	\$197.03
September	\$145.98
October	\$356.27
November	\$329.60
December	\$144.26
January	\$188.61
February	\$178.60
March	\$193.80
April	\$253.60
May	\$150.40
June	\$108.00

2003/2004

July	\$191.35
August	\$157.40
September	\$165.20
October	\$388.40
November	\$265.65
December	\$388.10
January	\$133.40
February	\$187.40

- (b) Stamps are not purchased, all items are charged to account and billed to the port on a monthly basis.
- (c) All items are stamped postage paid and values are 2001/2002-\$1844.34, 2002/2003- \$2431.32, 2003/2004-\$1876.90.
- (d) Not specifically audited as amounts immaterial – but checked monthly as part of internal controls.

Dampier port authority

- (a)
- | | |
|-----------|-----------|
| 2001/2002 | \$1552.43 |
| 2002/2003 | \$1617.43 |
| July 03 | \$284.88 |
| Aug 03 | \$92.86 |
| Sep 03 | \$165.00 |
| Oct 03 | \$343.50 |
| Nov 03 | \$89.68 |
| Dec 03 | \$194.32 |
| Jan 04 | \$121.56 |
| Feb 04 | \$53.73 |

- (b) Value of stamps is included in total postage
- (c) Not Applicable
- (d) The Corporate Services Manager and CEO check expenditure when a reimbursement is prepared (approx every 6-8 weeks)

Esperance Port Authority

- (a)

7/01	\$1 821.82	7/02	\$968.38	7/03	\$27.86
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8/01	\$161.00	8/02	\$176.51	8/03	\$14.20
9/01	\$62.48	9/02	\$46.80	9/03	\$73.42
10/01	\$53.47	10/02	\$27.09	10/03	\$2 548.10
11/01	\$290.00	11/02	\$65.80	11/03	\$83.65
12/01	\$86.89	12/02	\$101.85	12/03	\$12.95
1/02	\$487.42	1/03	\$255.21	1/4	\$32.15
2/02	\$94.15	2/03	\$397.15	2/04	\$767.91
3/02	\$286.80	3/03	\$47.75		
4/02	\$69.15	4/03	\$217.25		
5/02	\$206.05	5/03	\$27.70		
6/02	\$23.65	6/03	\$244.75		

- (b) Not applicable – as we purchase pre-stamped envelopes
(c) N/A
(d) 1987

Fremantle Port Authority

(a)

<u>2001/02</u>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	\$843	887	792	794	1,747	1,914	970	915	729	1,150	875	1,487
<u>2002/03</u>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	\$975	685	850	1,764	732	1,616	1,313	1,221	1,175	1,277	1,323	802
<u>2003/04</u>	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB				
	\$1,124	1,224	1,726	1,054	2,498	2,407	904	1,365				

These amounts include franking, cost of postbox at Australia Post, post paks, express post, pre-paid registered letters and printed post bulk mail,

- (b) Zero
(c) \$32,860
(d) 1996

Geraldton Port Authority

- (a) 2001/2002 \$348.21 per month
2002/2003 \$453.76 per month
2003/2004
July \$378.63
August \$334.50
September \$287.37
October \$843.68
November \$394.49
December \$474.01
January \$361.40
February \$272.54

- (b) No postage stamps are purchased (see item c)
(c) All envelopes are pre stamped “Postage Paid Australia” and are put on account through Australia Post.
(d) The Statements are checked monthly against our daily mail records by the Accounts Payable Clerk. Accounts audited annually.

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Port Hedland Port Authority

(a)

2001/2002		2002/2003		2003/2004	
July	\$500	July	\$500	July	\$264.45
Oct	\$500	Oct	\$500	Aug	\$184.50
Nov	\$79.20	Nov	\$89	Sep	\$305.80
Jan	\$500	Dec	\$32.67	Oct	\$218.75
Apr	\$500	Jan	\$201.93	Nov	\$382.50
		Feb	\$214.70	Dec	\$345.75
		March	\$449.60	Jan	\$191.35
		April	\$227.90		
		May	\$180.07		
		June	\$354.60		
Total	\$2 079.20	Total	\$2 750.47	Total	\$1 893.10

(b) \$79.20

(c) 6643.57

(d) Other than being included in programmed internal and external audits postage expenditure is not specifically audited.

Midland Redevelopment Authority

(a) 2001/02 \$62
2002/03 \$229
2003/04 \$249

(b) Nil

(c) Nil

(d) 2002/2003

Subiaco Redevelopment Authority (SRA) & East Perth Redevelopment Authority (EPRA)

(a) 2001/2002 \$298 per month
2002/2003 \$383 per month
2003/2004 \$460 per month

(b) Stamps are not purchased. All postage is arranged through an account with Australia Post and as per the Government contract with MailWest.

(c) Not applicable – see (b) above

(d) As part of the 2002/03 annual external audit.

LandCorp and the Armadale Redevelopment Authority

(a) the monthly expenditure on postage is as follows:

2001/02	\$12,100
2002/03	\$10,400
2003/04	
Jul	\$590
Aug	\$1510
Sep	\$790
Oct	\$960

Nov	\$800
Dec	\$1430
Jan	\$540
Feb	\$490

- (b) Stamps are not purchased – all posting is arranged, as per the Government contract, with the MailWest Business Unit of Australia Post;
- (c) Items are not ‘franked’ – see (b); and
- (d) As part of 2002/03 external audit.

Main Roads

- (a)

2001/2002	\$87599
2002/2003	\$80381
July 2003	\$6882
August 2003	\$5930
September 2003	\$5923
October 2003	\$7494
November 2003	\$5932
December 2003	\$7211
January 2004	\$5256
February 2004	\$4323
- (b) \$300 (only a few regions purchase stamps).
- (c) Same as (a) – Main Roads do not have a franking machine our mail is sorted by Australia Post.
- (d) A specific audit of postage expenditure has not been undertaken over the last two financial years, however financial processes are audited on average every 18 months by Internal Auditors, and annually by External Auditors.

Public Transport Authority

- (a) All postage by pre-paid envelope.

	2001/02		2002/03		2003/04
July	\$4984.78	July	\$5086.72	July	\$11083.70
Aug	\$4865.65	Aug	\$4646.35	Aug	\$ 7642.82
Sep	\$4252.42	Sep	\$3706.92	Sep	\$ 9101.00
Oct	\$5644.35	Oct	\$3320.08	Oct	\$ 9485.21
Nov	\$5967.72	Nov	\$2866.66	Nov	\$ 6768.70
Dec	\$5741.73	Dec	\$2589.56	Dec	\$ 7225.90
Jan	\$5438.23	Jan	\$3445.35	Jan	\$ 5426.38
Feb	\$5692.05	Feb	\$3537.37	Feb	(Account not yet received)
Mar	\$4942.27	Mar	\$3840.95		
Apr	\$4573.86	Apr	\$3821.05		
May	\$4911.19	May	\$4825.68		
June	\$4529.53	June	\$4216.57		

- (b) The PTA does not purchase stamps.
- (c) The PTA does not use a franking machine.
- (d) Not independently audited but is reviewed as part of the budget process.

Western Australian Coastal Shipping Commission – StateShips

- (a)

2001/2002	\$265.29 total	\$22.10/month
2002/2003	\$170.41 total	\$14.20/month
2003/2004		\$14.20/month
- (b) Nil – all postage is through the franking machine.
- (c) See above – all postage expenditure is through a franking machine.
- (d) All expenditure, including postage, is audited annually.

Department for Planning and Infrastructure (DPI)

- (a) Monthly expenditure on postage for each of the financial years:

2001/2002*	DOT	\$144 818.80
	DPI	\$24 906.19
2002/2003	DPI	\$175 130.97

and for each month of the current financial year 2003/2004-03-25

July 2003	\$54 020.28
Aug 2003	\$177 318.64
Sep 2003	\$153 741.75
Oct 2003	\$146 568
Nov 2003	\$180 364.24
Dec 2003	\$131 232.14
Jan 2004	\$202 321.77
Feb 2004	\$155 923.80

** Department of Transport (DOT) ceased end of 2001/02, the Department for Planning and Infrastructure (DPI) commenced at the beginning of 2001/02.*

- (b) Nil
- (c) See (a) above, includes automated stamping by Australia Post.
- (d) All expenditure, including postage, is audited annually.

Western Australian Planning Commission (WAPC)

- (a) monthly expenditure on postage for each of the financial years

2001/2002	\$4 804.30
2002/2003	\$640.47

and for each month of the current financial year 2003/04

July 2003	\$142.77
Aug 2003	\$1 500.34
Sep 2003	\$646.99
Oct 2003	\$1 900.92
Nov 2003	\$2 759.10
Dec 2003	\$690.06
Jan 2004	\$527.52
Feb 2004	\$2 109.15

- (b) Nil
- (c) All postage is arranged through an account with Australia Post and the use of a stamp on letters with the words "Postage Paid – Australia."
- (d) No specific audit records but reconciled monthly as part of internal controls.