

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

1615. Hon. C.L. Edwardes to the Attorney General; Minister for Justice and Legal Affairs; Electoral Affairs; Peel and the South West

With respect to the Attorney General's office, as at 11 March 2002, will the Attorney General 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 Attorney General'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 Attorney General'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 McGINTY replied:

- a) Danny Cloghan – Level 9 – Seconded Education Department
Merrilee Garnett – Level 8 – Ministerial Appointment – Term of Government
Amanda O'Brien – Level 6 – Ministerial Appointment – Term of Government (not confirmed)
Samantha Dowling – Level 5 – Ministerial Appointment - Term of Government
Samantha Doran-Bryce – Level 4 – Ministerial Appointment – Term of Government
Michele Grumont – A/Level 5 – Seconded Education Department
Bernadine D'Sa – Level 3 – Seconded Education Department
Linley Hine – Level 3 – Seconded Education Services
Dawn Southwell – Level 2 – Seconded Education Department
Bozenka Raich – Level 2 – Ministerial Appointment – 6 month contract
Shirley D'Cruze – Level 2 – Seconded LISWA
- b) Three (3) vehicles attached to the office.
Danny Cloghan (Government Vehicle Scheme)
Amanda O'Brien (Government Vehicle Scheme)
Pool Car (No Government Vehicle Scheme)
- c) Three (3) mobile phones attached to the office
Danny Cloghan
Merrilee Garnett
Amanda O'Brien
- 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
N/A

- f) Four (4) Government credit cards
Danny Cloghan (2) AMEX \$20,000 – Visa \$20,000
Michele Grumont (2) AMEX \$25,000 – Visa \$20,000
- 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.