

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

1618. Hon. C.L. Edwardes to the Minister for Police and Emergency Services; Minister assisting 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?

Mrs ROBERTS replied:

- (a) Ministerial Staff

Emiliano Barzotto	Level 9	Term of Government
Marie Counsel	Level 3	Term of Government
Michelle Dreezens	Level 2	Term of Government(on maternity leave)
Nathan Hondros	Level 5	Term of Government
Alison Karmelich	Level 2	Term of Government
Michael Robson	Level 7	Term of Government
Rachel Sackville-Minchin	Level 7	Term of Government
Emilio Spagnolo	Level 2	Term of Government
Mark Stansall	Level 7	Term of Government
Mark Thompson	Level 6.4	Term of Government

Seconded/Temporary Staff

Hayley Priestley	Level 4	
Amanda Prestipino	Level 2	(in place of Michelle Dreezens)
Hazel Harrison	Level 5	

All Term of Government staff are employed under the Department of Premier and Cabinet Public Service General Agreement.

Hayley Priestley is a permanent public servant on secondment from the Western Australia Police Service and Hazel Harrison is seconded from the Department of Transport and Amanda Prestipino is on a Temporary Contract with Premier and Cabinet until Michelle Dreezens returns from Maternity Leave.

- (b) 3 vehicles

Emiliano Barzotto	Government vehicle scheme
Mark Thompson	Government vehicle scheme
Office pool vehicle	
- (c) 7 phones

Emiliano Barzotto	
Nathan Hondros	
Michael Robson	
Rachel Sackville-Minchin	
Mark Stansall	
Mark Thompson	
Office pool phone – not allocated	
- (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) 1 pager – Mark Thompson

- (f) 5 credit cards

Chief of Staff	American Express	20,000
	Visa	10,000
Executive Officer	American Express	20,000
	Visa	10,000
Appointments Secretary	American Express	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.