

INSURANCE COMMISSION OF WA, CHAIRPERSON OF BOARD OF COMMISSIONERS, MOBILE
TELEPHONE AND CREDIT CARD

1890. Mrs C.L. Edwardes to the Minister representing the Minister for Racing and Gaming

I refer the Minister to the answer to question on notice No. 797 25 February 2003 and ask -

- (a) what is the reason for the Chairperson of the Board of Commissioners (Insurance Commission of WA) having a Government supplied mobile telephone and credit card;
- (b) under what rules and conditions were the mobile phone and credit card issued; and
- (c) when was the last time the mobile phone bill and credit card were audited to ensure compliance with authorised use?

Mr E.S. RIPPER replied:

- (a) The Chairperson of the Board of Commissioners, in addition to his normal duties, is actively involved in the Insurance Commission's activities in relation to the ongoing Bond and Bell Group recoveries. His involvement requires regular liaison with the Managing Director and relevant stakeholders including overseas and interstate travel which justifies the need for a corporate credit card and mobile telephone.
- (b) The corporate credit card was issued under the following rules and conditions:
 - Not to be used nor permitted to be used, for any purchase other than authorised purchases.
 - Limit of \$25,000 in any one transaction.
 - Monthly limit of \$25,000.
 - Card may only be used for purchasing or to pay for goods and services which are authorised by the Delegations and Authorisations Manual or otherwise authorised by the Managing Director or Board of Commissioners of the Insurance Commission of Western Australia.
 - Misuse of the credit card may lead to proceedings being instituted under the Financial Administrations and Audit Act 1985 or the Criminal Code Act Compilation Act 1913 or by action under both Acts.
 - If the credit card is lost or stolen it must be reported immediately.
 - The credit card arrangements date from 10 November 1997.

The mobile telephone was issued on the understanding that it is for use in connection with Insurance Commission of Western Australia business with an allowance for reasonable private use. This is in line with the accepted practice in relation to general telephone (fixed line and mobile) usage by Insurance Commission employees. The issue of a mobile telephone was arranged on 30 July 1997.

- (c) The mobile telephone bill is monitored by both the Information Technology and Finance Divisions on a monthly basis for unexplained extraordinary patterns of usage. At no stage has the Chairman's usage been considered unreasonable.

Corporate credit card usage is monitored within the Insurance Commission's Finance Division where all receipts for expenditure are required to be submitted. In addition, as part of the finance systems internal audit review all administration payments made through the Finance Division are subject to audit sampling checks covering the financial year. The corresponding internal audit reports and findings are also reviewed by and discussed with the external auditors.