

Senate Standing Committee on Finance and Public Administration

ANSWERS TO QUESTIONS ON NOTICE

Department of the Senate

Budget Estimates

26-30 May 2014

Question: 54

Topic: Credit cards

Written: 12 June 2014

Senator LUDWIG asked:

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - a) What action is taken if the corporate credit card is misused?
 - b) How is corporate credit card use monitored?
 - c) What happens if misuse of a corporate credit card is discovered?
 - d) Have any instances of corporate credit card misuse have been discovered since Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken.
 - e) What action is taken to prevent corporate credit card misuse?

Answer:

APS3	1
APS4	3
APS6	28
PEL1	19
PEL2	22
Clerk Assistant	3
Deputy Clerk	1
Clerk of the Senate	1
Total	78

If a corporate credit is misused, the matter is initially investigated by the Black Rod's Office.

Corporate credit cards are reconciled monthly by the cardholder and the reconciliation is signed off by a supervisor.

If misuse is discovered, the action taken will depend on the circumstances of the misuse. Action that may be taken includes: repayment of moneys, cancellation of the corporate credit card, and disciplinary action under the Parliamentary Service Code of Conduct.

There have been three minor issues of incorrect credit card use. Two instances related to a PEL 2 official using the corporate credit card to make cash withdrawals to reimburse themselves for work-related expenditure. One instance involved a PEL 2 official placing personal expenditure on a corporate credit card with a proportion of the personal expenditure being repaid onto the card.

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The Clerk's Instructions and related financial policies govern the use of corporate credit cards in the department.