

**Senate Standing Committee on Environment and Communications**

**Answers to Senate Estimates Questions on Notice**

**Additional Estimates Hearings February 2014**

**Communications Portfolio**

**Department of Communications**

**Question No: 380**

**Program No. Corporate**

**Hansard Ref: In Writing**

**Topic: Credit Cards**

**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 Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken.
  - e. What action is taken to prevent corporate credit card misuse?

**Answer:**

1. As at 31 January 2014, there were 205 active cardholders in the Department. An official is eligible for a corporate credit card where the official:
  - is an SES officer; or
  - purchases property or services on behalf of the Department; or
  - travels on official business on behalf of the Department; or
  - is an officer who books travel on behalf of travellers.
2.
  - a. No change. Refer to answer for Question on Notice 452(b) Supplementary Budget Estimates Hearings October 2011.
  - b. No change. Refer to answer for Question on Notice 452(c) Supplementary Budget Estimates Hearings October 2011.
  - c. No change. Refer to answer for Question on Notice 452(d) Supplementary Budget Estimates Hearings October 2011.
  - d. During the period 1 November 2013 to 31 January 2014 there has been one instance of an officer accidentally using a corporate credit card for personal payment. The officer has been counselled and reminded of their obligations. All monies have been fully recovered.
  - e. No change. Refer to answer for Question on Notice 452(f) Supplementary Budget Estimates Hearings October 2011