

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Supplementary Budget Estimates Hearings November 2014

Communications Portfolio

Department of Communications

Question No: 57

Program 1.1

Hansard Ref: In Writing

Topic: Credit cards

Senator Ludwig, Joe asked:

Since Budget Estimates in June, 2014:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

1. As at 31 October 2014, there were 155 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. No.
3. No.
4. During the period 1 June 2014 to 31 October 2014 there was 6 instances of misuse.
5. The classification of the officers who accidentally used a corporate credit card for a personal payment was four EL1s, one SES Band 1 and one SES Band 2. The officers have been counselled and reminded of their obligations. All monies have been fully recovered.
6. No.
7. None.