

Question: 36

Topic: Credit cards

Written: 26 November 2013

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 the 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:

APS3	-
APS4	4
APS6	23
PEL1	21
PEL2	22
Clerk Assistant	4
Deputy Clerk	1
Clerk of the Senate	1
Total	76

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.

No instances of misuse have occurred since 18 November 2013.

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