

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—November 2013**

Answers to Questions on Notice

Parliamentary Departments: Department of Parliamentary Services

Topic: **Credit Cards**

Question No: **156**

Written: **Senator Ludwig**

Date set by the committee for the return of answer: 17 January 2014

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? 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. The breakdown for each employment classification which has a corporate credit card as at 30 September 2013 was:

Classification	No. of Card Holders
Secretary	1
Parliamentary Librarian	2
PEL2	2
PEL1	3
PSL6	5
PSL5	11
PSL4	11
PSL3	4
PSL1	1
Grand Total	40

2.
 - a) Once the Chief Finance Officer is made aware of an apparent misuse of a corporate card, an investigation is initiated. Depending on the circumstances, the investigation may be a fraud investigation or an investigation of an alleged breach of the Parliamentary Service Code of Conduct. If the investigation discovers that the misuse is due to fraudulent activities, penalties under Sections 60 and 61 of the *Financial Management and Accountability Act 1997* may apply. Misuse of a corporate credit card would be included in DPS's annual Certificate of Compliance report to the Finance Minister.
 - b) Monthly checking processes are in place to review credit card usage and to ensure relevant approvals are obtained and transactions are work-related expenses. Credit card procedures

and transactions are also reviewed as an additional mechanism to identify misuse and the risk of potential misuse.

- c) In accordance with DPS Chief Executive's Instructions, if any DPS official becomes aware of an apparent misuse of a corporate credit card, they must report the matter to the Chief Finance Officer or the Agency Security Advisor who will investigate the apparent misuse.
- d) From 1 July to 30 September 2013, there has been no misuse of credit card.
- e) When a corporate credit card is issued, the credit card holder signs an "Agreement and Acknowledgement by Cardholder" form acknowledging that they have read and understood the card holder requirements, the relevant chapter of the Chief Executive's Instructions and the credit card procedures, all of which govern the use of the DPS corporate credit card. Each month, corporate credit card holders must provide their monthly credit card statement and approved tax invoices/receipts for each purchase. Each corporate credit card holder is required to declare that all purchases are work related and provide further explanation if an invoice receipt has not been provided. The Finance section checks that all credit card holders provide this information and any discrepancies are reported to the Director Finance.