

Senate Standing Committee on Finance and Public Administration

ANSWERS TO QUESTIONS ON NOTICE

Department of the Senate

Supplementary Budget Estimates

18 – 21 November 2013

Question: 51

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? 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	23
PEL1	18
PEL2	21
Clerk Assistant	4
Deputy Clerk	1
Clerk of the Senate	1
Total	72

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.

One instance of accidental misuse was discovered in 2012-13. The PEL 2 staff member reported the misuse and repaid the amount immediately. No further action was taken.

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