

**Question: 53**

**Topic: Credit cards**

**Written: 31 October 2014**

**Senator LUDWIG 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:
  - a) Please list staff classification and what the misuse was, and the action taken.
5. Have there been any changes to what action is taken to prevent corporate credit card misuse?
6. How many credit cards available to the Minister or their office? If so, please list by classification.
7. Has 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. Since Budget Estimates the changes to holders of corporate credit cards is as follows

APS4	+1
APS6	+1
PEL1	+2
PEL2	-2
SES	+1
2. There have been no changes to action taken in the event that the corporate credit card is misused.
3. There have been no changes to how corporate credit card use is monitored.
4. Two instances of misuse were identified during the period. A cardholder (APS6) incorrectly used their corporate card to purchase a minor amount (\$13) of personal grocery items. The amount was recovered at the time the misuse was determined. The second cardholder (APS6)

mistakenly used their corporate card for an amount of \$292 for a personal transaction that was promptly repaid upon discovery by the cardholder.

5. There have been no changes to what action is taken to prevent corporate credit card misuse.
6. As a parliamentary department, the department does not report to a Minister or Parliamentary Secretary.
7. This part is not applicable.