

Question 35 Department of the Senate – Senator Ryan

- (a) How many staff in each department and agency have a corporate credit card?
What is their classification?**

There are 78 Credit Card holders in the Department of the Senate.
The classification of each card holder is reflected in **Attachment 2**:

Classification	Card holder
Clerk	1
Deputy Clerk	1
Clerk Assistant	4
PEL2	23
PEL1	20
APS6	21
APS5	1
APS4	3
APS3	2
TOTAL	76

- (b) What action is taken if the corporate credit card is misused?**

All card holders must, in accordance with the department's financial guidelines, sign an 'Agreement of use' upon receipt of their credit card. This agreement contains provisions that ensure the card holder understands they must return the card to the Charge-card Manager if instructed to do so, and misuse of the card will result in charges being brought against them under section 60 of the *Financial Management and Accountability Act 1997*, and possibly the *Parliamentary Service Act 1999*.

- (c) How is the corporate credit card use monitored?**

The department's total monthly credit card expense is paid by direct debit to the credit card provider automatically each month. Each card holder is sent their monthly statement to reconcile their month's expenditure to appropriate receipt information. The card holder then signs the statement for expenditure verification. The card holder's signed statement and attached receipts are then evidenced as examined and approved by their immediate supervisor. The approved statements are then sent to the Finance Section for processing into the department's financial system.

If any items appearing on the card require investigation as to authenticity a formal dispute request is raised with credit card provider and an investigation is undertaken by the credit card provider. If the outcome is in favour of the department an adjustment is performed in the next billing cycle.

(d) What happens if misuse of a corporate credit card is discovered?

If misuse relates to activity beyond the card holder and department's control, a 'stop' or suspension may be placed on the card, and an investigation with the credit card-provider would be commenced upon the transactions in question.

If misuse relates to an activity undertaken by the card holder, the department's Fraud Control and Reporting procedures would be invoked. The credit card in question would be 'suspended' immediately upon discovery of the misuse. An investigation of the incident would be undertaken in accordance with the department's Fraud Investigation Procedures as outlined in the department's Fraud Control Plan.

The Usher of the Black Rod will undertake a preliminary assessment to determine whether the instance or event may be fraudulent in nature and, if so, refer the matter to an accredited external service provider for investigation.

On the basis of the information available, the UBR shall determine whether:

- the suspicion of fraud is without foundation;
- there is sufficient evidence available to proceed further;
- the suspicion of fraud is not sustained but the instance nonetheless warrants further action (i.e. discipline inquiry, administrative action or civil proceedings, such as to terminate a contract or to recover any funds or property lost);
- the suspected fraud, while not serious and/or complex, is such as to warrant prompt referral to an accredited fraud control service provider for investigation; or
- the suspected fraud is a serious and/or complex fraud, thereby warranting prompt referral to the AFP in accordance with the *Fraud Control Guidelines*.

(e) Have any instances of corporate credit card misuse have been discovered in the last 12 months? List staff classification and what the misuse was, and the action taken.

The department has no record of the corporate credit card ever being misused by staff.

(f) What action is taken to prevent corporate credit card misuse?

Upon initial receipt of the credit card each card holder is made aware of their obligations and they evidence this by way of signature on the departments' 'Agreement of Use' form. All card holders are sent electronically a copy of the departments Charge Card procedures. All departmental guidelines are freely available to all staff via the department's intranet website.

Surname	First	Classification and number
Laing	Rosemary	Clerk
Total Sec.		1
Pye	Richard	SES 2
Total - SES 2		1
Mustard	Judy	APS 3
O'Connor	Bret	APS 3
Total APS 3s		2
Lees	Shane	APS 4
Bennett	Amanda	APS 4
Liddell	Jodie	APS 4
Total APS 4s		3
Gates	Michael	APS 5
Total APS 5		1
Back	Andrew	APS 6
Bannear	William	APS 6
Barney	Amanda-Ruth	APS 6
Beasley	Alison	APS 6
Bongers	Jason	APS 6
Carling	Patricia	APS 6
Hannan	Colby	APS 6
Jongsma	Annemieke	APS 6
Kaub	Naomie	APS 6
Keele	Matthew	APS 6
Kennedy	Anne	APS 6
Lilley	Angie	APS 6
Mechanicos	Kyriaki	APS 6
Murphy	Margaret	APS 6
Paull	Janice	APS 6
Purcell	Michael	APS 6
Ray	Simon	APS 6
Rusjakovski	Natasha	APS 6
Sawkins	Jenny	APS 6
Strkalj	Marcus	APS 6
Wallace	Brett	APS 6
Total APS 6s		21
Allan	Bonnie	EL1
Banfield	Mary	EL1
Dempsey	Gerard	EL1
Dunstone	Sophie	EL1
East	Erin	EL1
Finemore	Hermione	EL1
Griffiths	Owen	EL1
Kennedy	Sandra	EL1
Krause	Glenn	EL1
Lawley	Christopher	EL1
McGowan	Andrew	EL1
McInally	Gerry	EL1
Palmer	Ann	EL1
Sheppard	Monika	EL1

Studholme	John	EL1
Thomson-Senanayake	Jane	EL1
Walsh	Kay	EL1
Waring	Paula	EL1
Wilson	Bu	EL1
York	Michael	EL1
Total EL1s		20
Baczynski	John	EL2
Beverley	Lynette	EL2
Bell	Jonathon	EL2
Blunden	Sue	EL2
Bryant	Timothy	EL2
d'Angelo	Guiseppe	EL2
Dawes	Toni	EL2
Dennett	Julie	EL2
Dermody	Kathleen	EL2
Ferranda	Rosa	EL2
Harvey	Simon	EL2
Holland	Ian	EL2
Matulick	Toni	EL2
McDonald	Christine	EL2
Morris	Jacqueline	EL2
Palethorpe	Stephen	EL2
Powell	Ivan	EL2
Radcliffe	Jeanette	EL2
Sullivan	David	EL2
Szell	Anthony	EL2
Warmenhoven	James	EL2
Watling	Timothy	EL2
Grant	Richard	A/G EL2
Total EL2s		23
Hallett	Brien	SES 1
Notzon	Bronwyn	SES 1
Weeks	Maureen	SES 1
Reid	Christopher	SES 1
Total - SES 1s		4
Totals Cards		76