

Senate Finance and Public Administration Legislation Committee —Supplementary Budget Estimates Hearing—October 2012

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Credit cards**

Question: **215**

Written **Senator Ryan**

Date set by the committee for the return of answer: 30 November 2012

- a. Provide a breakdown for each employment classification that has a corporate credit card.
- b. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - i. What action is taken if the corporate credit card is misused?
 - ii. How is corporate credit card use monitored?
 - iii. What happens if misuse of a corporate credit card is discovered?
 - iv. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 - v. What action is taken to prevent corporate credit card misuse?

Answer

- a) The breakdown for each employment classification which has a corporate credit card is as follows:

Classification	Number of cards at 30 Sep 2012	Number of cards at 31 May 2012
SEC	1	0
PEL2	2	3
PEL1	2	2
PSL6	4	4
PSL5	1	2
PSL4	6	7
PSL3	3	3
PSL2	0	0
PSL1	1	1
	20	22

- b) i. No change.
- ii. No change.
- iii. No change.
- iv. Yes. In this financial year to 30 September 2012, there has been one misuse of credit card by a PSL4 employee (not the same employee as in 2011–12), who mistakenly used their Corporate Credit Card for personal expenses. The employee was reminded of the Corporate Credit Card policy and requirements. An invoice was raised to recover the expenditure. The DPS staff member paid the invoice on the same day it was raised, shortly after the expenditure was incurred. In this instance, an investigation was deemed as unnecessary.
- v. No change.