

**Senate Standing Committee on Environment and Communications**  
**Answers to Senate Estimates Questions on Notice**  
**Budget Estimates Hearings May 2014**  
**Communications Portfolio**  
**Department of Communications**

**Question No: 682**

**Program No. Corporate and Business**

**Hansard Ref: In Writing**

**Topic: Credit Cards**

**Senator Ludwig asked:**

1. Please 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 since 25 February 2014? 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. As at 30 April 2014, there were 210 active cardholders in the Department. An official is eligible for a corporate credit card where the official:
  - is an SES officer; or
  - purchases property or services on behalf of the Department; or
  - travels on official business on behalf of the Department; or
  - is an officer who books travel on behalf of travellers.
2.
  - a. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.
  - b. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.
  - c. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.
  - d. During the period 1 February 2014 to 30 April 2014 there was 1 instance where an officer accidentally used a corporate credit card for personal payment. The officer has been counselled and reminded of their obligations. All monies have been fully recovered.
  - e. No change. Refer to answer for question In Writing No: 452(b) Supplementary Budget Estimates Hearings October 2011.