

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Supplementary Budget Estimates Hearings November 2013

Communications Portfolio

Department of Communications

Question No: 37

Program No. Corporate

Hansard Ref: In Writing

Topic: Credit cards

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:

1. As at 31 October 2013, there were 206 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(c) Supplementary Budget Estimates Hearings October 2011.
 - c) No change. Refer to answer for question In Writing No: 452(d) Supplementary Budget Estimates Hearings October 2011.
 - d) During the period 1 July 2013 to 31 October 2013 there have been 7 instances of an officer accidentally using a corporate credit card for personal payment. The officers have 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(f) Supplementary Budget Estimates Hearings October 2011.