

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

17 October – 18 October 2012

Question: SBT 1597-1599

Topic: Credit Cards

Written: Received from Committee – 26 October 2012

Senator BUSHBY asked:

1597. Provide a breakdown for each employment classification that has a corporate credit card.
1598. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
- What action is taken if the corporate credit card is misused?
 - How is corporate credit card use monitored?
 - What happens if misuse of a corporate credit card is discovered?
 - Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 - What action is taken to prevent corporate credit card misuse?
1599. For 2011-12 how many instances of corporate credit card misuse were there? List staff classification and what the misuse was, and the action taken.

Answer:

The following response covers the Treasury and all portfolio agencies

1597. Eligible staff holding a corporate credit card range from APS1 to Senior Executive Levels.
- 1598.
- Action is taken in accordance with agency credit card guidelines and employees may be subject to action under the APS Values and Code of Conduct. In cases of accidental misuse of personal expenditure staff are required to immediately reimburse the agency. Where it is appropriate, the misuse may be referred to the Australian Federal Police.
 - Credit card use is monitored through the monthly acquittal and reconciliation of transactions.
 - Refer to SBT 1598 a.
 - There have been instances where credit cards have been misused. Action was taken in line with the response to SBT 1598 a.
 - All cardholders must read and sign a credit card agreement. Internal guidelines are provided outlining the appropriate use of Commonwealth credit cards as well as monthly acquittal processes.
1599. For the 2011-12 financial year, there were 20 instances where credit cards had been misused, which range across the staff classifications in SBT 1597. Action was taken in line with the response to SBT 1598 a.