

**Senate Standing Committee on Education Employment and Workplace
Relations**

**QUESTIONS ON NOTICE
Additional Estimates 2012-2013**

Cross Portfolio

DEEWR Question No. EW0817_13

Senator Back asked in writing.

Question

Credit cards

Provide a breakdown for each employment classification that has a corporate credit card. Please update details of the following? 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?

Answer

Please refer to the tables below for the number of credit cards issued to staff and their classification level as at 31 January 2013.

Classification	DEEWR	ACARA	AITSL	Comcare	FWBC	FWC	FWO	SWA
APS 1-3	63	0	0	0	8	2	19	0
APS 4-6	1,121	0	1	125	92	9	400	11
EL1 & EL2	1,080	9	1	154	38	4	121	45
SES or Equiv.	132	11	5	9	8	7	14	6
Total	2,396	20	7	288	146	22	554	62

If a corporate credit card is misused, the employee is reminded of the requirements of the department's/agency's policy and depending on the nature of the misuse, the matter may be referred for code of conduct or fraud investigation as appropriate. In all cases the department/agency seeks full reimbursement.

Corporate credit card use is monitored primarily through delegate approval of cardholder monthly statements and periodic reporting undertaken by the credit card administration team.

If misuse of a corporate card is suspected, the delegate will discuss the expenditure with the cardholder. If the outcome is that misuse has occurred, the credit card administration team is notified. In addition to the actions outlined above, a decision may be taken to cancel the credit card. A determination is then made on whether the matter should be referred to Human Resources for Public Service code of conduct action or to Investigations Branch for criminal consideration. Repayment of the misuse value is also undertaken.

Please refer to the table below for instances of corporate credit card misuse by staff by classification for the period 1 July 2012 to 31 January 2013.

DEEWR

APS Classification	Number of instances	Example of types of misuse
APS 1-3	3	Used corporate credit card instead of personal card; expenditure deemed personal not business; withdrew funds inappropriately
APS 4-6	50	Used corporate credit card instead of personal card; expenditure deemed personal not business; withdrew funds inappropriately
EL1 & EL2	32	Used corporate credit card instead of personal card; expenditure deemed personal not business; withdrew funds inappropriately
SES or Equiv	3	Used corporate credit card instead of personal card
Total	88	

Portfolio Agencies

Agency	APS Classification	Number of instances	Example of types of misuse
Comcare	APS 4-6	12	Used corporate credit card instead of personal card
	EL1 & EL2	4	Used corporate credit card instead of personal card
FWC	APS 1-3	1	Used corporate credit card instead of personal card
FWBC	EL1 & EL2	1	Used corporate credit card instead of personal card
FWO	APS 4-6	2	Used corporate credit card instead of personal card

There were no instances of misuse for the other portfolio agencies.

Staff are required to read the Department's policies on credit card use and sign a personal responsibilities form acknowledging that they will use the credit card in accordance with the policies. Delegate approval of monthly statements is required. Periodic reporting is conducted.