

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

**QUESTIONS ON NOTICE
Supplementary Budget Estimates 2011-2012**

Cross Portfolio

DEEWR Question No. EW0514_12

Senator Back provided in writing.

Question

Credit Cards

a) How many staff in each department and agency have a corporate credit card? What is their classification? b) What action is taken if the corporate credit card is misused? c) How is corporate credit card use monitored? d) What happens if misuse of a corporate credit card is discovered? e) Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. f) What action is taken to prevent corporate credit card misuse?"

Answer

(a) Please refer to the tables below for the number of credit cards issued to staff and their classification level.

Classification	DEEWR	ABCC	ACARA	AITSL	Comcare	FWA	FWO	SWA	ASQA	TEQSA
APS 1-3	80	8		0	9	2	31	0	1	0
APS 4-6	2,011	100		1	134	10	451	19	14	3
EL1 & EL2	1,831	39	11	1	135	9	143	53	37	10
SES or Equivalent	198	12	5	5	8		13	5	4	7
Total	4,120	159	16	7	286	21	638	77	56	20

b) 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.

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

d) If misuse of a corporate card is suspected, the delegate will discuss the expenditure with the card holder. If the outcome is that misuse has occurred, the credit card administration is notified. In addition to the actions outlined at (b) above, a decision may be taken to cancel the credit card.

e) Please refer to the table below for instances of corporate credit card misuse by staff classification for the period 1 July 2009 to 30 September 2011.

DEEWR

APS Classification	Number of instances	Example of types of misuse
APS 1-3	14	Used corporate credit card instead of personal card
APS 4-6	68	Used corporate credit card instead of personal card; expenditure deemed personal not business; withdrew funds inappropriately
EL1 & EL2	79	Used corporate credit card instead of personal card; expenditure rejected by delegate
SES	11	Used corporate credit card instead of personal card
Total	172	

Portfolio Agencies

Agency	APS Classification	Number of instances	Example of types of misuse
ABCC	APS 4-6	3	Used corporate credit card instead of personal card
	EL1 & EL2	2	Used corporate credit card instead of personal card; expenditure deemed personal not business
Comcare	APS 4-6	3	Used corporate credit card instead of personal card; withdrew funds inappropriately
	EL1 & EL2	6	Used corporate credit card instead of personal card; withdrew funds inappropriately; expenditure deemed personal not business
FWO	APS 4-6	1	Used corporate credit card to withdraw funds inappropriately
SWA	EL1 & EL2	1	Used corporate credit card instead of personal card

The Australian Learning and Teaching Council is in the process of being wound up. All financial and administrative records are in the hands of the liquidators and therefore no information is able to be provided at this time.

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

f) 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 to monitor the use of the Department's credit cards.