

**Senate Community Affairs Committee**

**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**

**HEALTH AND AGEING PORTFOLIO**

**Additional Estimates 13 and 15 February 2013**

**Question: E13-112**

**OUTCOME 0:** Whole of Portfolio

**Topic:** Credit Cards

**Type of Question:** Written Question on Notice

**Senator:** Senator Boyce

**Question:**

Provide a breakdown for each employment classification that has a corporate credit card.

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:**

As at 31 January 2013 the Department of Health and Ageing had a total of 552 corporate credit cards on issue, of which 117 were issued to SES staff and 435 were issued to non SES staff.

- a) The credit card holder is required to pay coincidental private expenditure incurred on their corporate credit card monthly statement. Cases of intentional misuse or potentially criminal misuse are referred to the Department's Audit and Fraud Control for investigation. If appropriate, matters may be referred to the Australian Federal Police and/or the Director of Public Prosecutions.
- b) The credit card administrator undertakes a compliance check on monthly corporate credit card statements to ensure that all supporting documentation is attached.
- c) Cases of intentional misuse or potentially criminal misuse are referred to the Department's Audit and Fraud Control for investigation. If appropriate, matters may be referred to the Australian Federal Police and/or the Director of Public Prosecutions.

- d) No instances of corporate credit card misuse were discovered in the period since 1 October 2012.
- e) Corporate credit cards are issued to approved Departmental Officers where access to a card is considered essential. Credit card statements are reconciled monthly and verified by the cardholder's supervisor and supporting documentation must be provided for all purchases.

All credit card holders are provided with an information pack at the time they collect their credit card. This information pack contains guidelines on the appropriate use of a credit card, copies of all relevant business rules, the APS Code of Conduct and procedures for monthly reconciliation.

In addition, the credit card administrator provides a compliance check on supporting documentation.