Senate Community Affairs Committee

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH AND AGEING PORTFOLIO

Budget Estimates 2012-2013, 30 & 31 May and 1 June 2012

Question: E12-130

OUTCOME 0: Whole of Portfolio

Topic: Corporate Credit Cards

Type of Question: Written Question on Notice

Number of pages: 2

Senator: Senator McKenzie

Question:

a) Please provide a breakdown of the number of corporate credit card holders by APS classification level.
b) Please update if there have been any changes since Additional Estimates 2011-12 (February 2012) (E12-108): What action is taken if the corporate credit card is misused? 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:

a) As at 30 June 2012, the Department of Health and Ageing had a total of 590 active credit cards on issue. The table below provides the number of active cards, by the classification of the cardholders:

Classification	No. Cards
APS3	10
APS4	27
APS5	42
APS6	68
EL1	124
EL2	184
Legal Officers	4
Medical Officers	10
SES 1	84
SES 2	29
SES 3	7
SECRETARY	1
TOTAL	**590**

b) There has been one additional case of accidental misuse of a corporate credit card since Additional Estimates 2011-12 (February 2012) (E12-108 refers). This has been detailed in the table included at response d) below.

c) The credit card holder is required to repay 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 area for investigation. If appropriate, matters may be referred to the Australian Federal Police and/or the Director of Public Prosecutions.

d) Instances of misuse: 1 February 2012 to 30 June 2012

Classification	**Misuse**	**Action Taken**
EL2	Accidental	Voluntarily repaid moneys on discovering error.

e) 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 100 per cent compliance check on all supporting documentation.