

Senate Community Affairs Committee

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH AND AGEING PORTFOLIO

Supplementary Budget Estimates 2011-2012, 19 October 2011

Question: E11- 083

OUTCOME 0: Whole of Portfolio

Topic: CREDIT CARDS

Senator McKenzie asked:

- 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) The following numbers of Departmental and Portfolio Agency staff had a corporate credit card as at 30 September 2011:

Classification	Totals
CEO	7
Director/General Manager	6
Chief Finance Officer	1
Principal Medical Officer	1
Senior Principal Research Scientist	2
SES 3	8
SES 2 or equivalent	34
SES 1 or equivalent	108
Health Workforce Australia Exec Level 4	3
Health Workforce Australia Exec Level 3	2
Personal Assistant 3	1
EL2 or equivalent	343
EL1 or equivalent	240
APS 6 or equivalent	109
APS 5 or equivalent	84
APS 4 or equivalent	58
APS 3 or equivalent	18
APS 2	3
Medical Officer 4	2
Medical Officer 5	4
Medical Officer 6	3
Medical Advisor	3
Legal Officer 2	4
Holder of Public Office	5
Management*	39
Quality Assessor*	140

* Aged Care Standards and Accreditation Agency Ltd - no APS equivalent

- b) 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 Audit and Fraud Control for investigation.
- c) All cardholders are required to obtain tax invoices and supporting documentation for all purchases. A monthly statement is issued electronically to cardholders, which they must acquit and obtain a manager's approval signature. Signed statements and all supporting documentation are sent to the central credit card administrator, located within Business Group. All supporting documentation is checked by the administrator and if required, cardholders and managers may be contacted to provide additional information.

Reports are sent out monthly to the Division Heads and Business Management Units that show credit card usage by Division.

- d) Cases of intentional misuse or potentially criminal misuse are referred to Audit and Fraud Control for investigation. If appropriate, matters may be referred to the Australian Federal Police and/or the Director of Public Prosecutions.
- e) Instances of misuse: 1 July 2010 – 30 September 2011

Classification	Misuse	Action Taken
EL1	Staff member used card to make personal purchases and to pay for private taxi travel	Referred to the Commonwealth Director of Public Prosecutions
EL2	Staff member used card to purchase various items for personal use	Referred to the Commonwealth Director of Public Prosecutions
EL2	Invalid transactions by unknown person	Charges rejected and credit card cancelled
EL2	Invalid transactions by unknown person	Charges rejected and credit card cancelled
SES2	Accidental	Raised invoice to recover personal use amount
APS 6	Accidental	Raised invoice to recover personal use amount

- f) Credit cards are issued to only those approved Departmental and Portfolio Agency staff 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 purchase documentation.