

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
FAMILIES, HOUSING, COMMUNITY SERVICES AND
INDIGENOUS AFFAIRS PORTFOLIO
2012-13 Supplementary Estimates Hearings

Outcome Number: Cross

Question No: 396

Topic: Credit cards

Hansard Page: Written

Senator Boyce asked:

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

- Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
- 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:

As at 30 September 2012, FaHCSIA had 951 active credit cards issued to Departmental staff. Credit cards have been issued to staff based on business needs, not classification level.

The number of active credit cards has increased by 5 since Budget Estimates 2012-13 (May 2012).

Credit card usage is monitored through:

- A two-step monthly verification process;
- Random spot checks of card holders' transactions;
- Quarterly certificate of compliance reporting;
- Regular reviews by Internal audit; and
- Quarterly monitoring using the Department's Computer Assisted Audit Tool (CAAT).

Most misuse occurs by mistake and is generally rectified by the card holder as soon as the mistake is realised. Where doubts are raised, these matters are referred for further investigation by the card holder's Verifying Officer, the Credit Card Administrator or Internal Audit.

See Question 397 regarding instances of corporate credit card misuse.

For the period 1 July 2012 to 30 September 2012, there were 8 instances of inadvertent personal usage involving 7 staff: 2 SES officers; 3 Executive Level officers; and 2 APS staff.

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In all cases, debt recovery procedures were initiated.

FaHCSIA's Credit Card Policy governing the use of credit cards is promulgated on the FaHCSIA Intranet site and clearly defines the approved and disallowed use of credit cards. Staff are required to undertake training on the rules and procedures associated with the use and acquittal of Departmental credit cards prior to being issued with a credit card.