

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

2015 - 2016

**Department/Agency: ASIC**

**Question: AET 905-911**

**Topic: Credit Cards**

**Reference: written - 19 February 2016**

**Senator: Ludwig, Joe**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

905. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
906. Have there been any changes to action taken in the event that the corporate credit card is misused?
907. Have there been any changes to how corporate credit card use is monitored?
908. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
909. Please list staff classification and what the misuse was, and the action taken.
910. Have there been any changes to what action is taken to prevent corporate credit card misuse?
911. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

**Answer:**

905. Since 14 September 2015, there has been no changes to employment classifications that have access to a corporate credit card.
906. No.
907. No.
908. Yes, since 14 September 2015 there have been instances of corporate card misuse - see Q909.

909. See below for a list of the staff classifications, what the misuse was, and the action taken.

<b>Classification</b>	<b>Description of Incident</b>	<b>Corrective action taken or to be taken</b>
Exec Level 2	Accidental private use of corporate card	<ol style="list-style-type: none"> <li>1. The cardholder was reminded that in accordance with the policy, 3 instances of private use of corporate cards will result in the cancellation of their card.</li> <li>2. The cardholder was reminded to ensure that the sticker issued to all cardholders was attached to their card to act as a visual deterrent .</li> <li>3. The cardholder was required to complete the corporate card eLearning module.</li> </ol>
Exec Level 2	Accidental private use of corporate card.	
Other	Incorrect use of corporate card, breaching whole-of-government policies for travel arrangements.	A communication strategy was developed to educate staff about their obligations.

910. Yes, to minimise private usage of the credit card, stickers have been issued to all cardholders to place on the front of corporate credit cards to distinguish it from personal cards. Cardholders have also been reminded about complying with the corporate card policy and consequences of misuse by a mandatory eLearning module.

911. Not applicable.