

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Additional Estimates 2015 - 2016**

Outcome: Cross Portfolio - Shared Services Centre

Department of Education and Training Question No. SQ16-000219

Senator Ludwig, Joe provided in writing

Also refer to previous hearing Question No SQ14-002378

Credit cards

Question

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

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. 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

1. There have been no changes to the employment classifications that have access to a corporate credit card.
2. There have been no changes to the action taken in the event that the corporate credit card is misused.
3. There have been no changes to how corporate credit card use is monitored.
4. Please refer to the table below for instances of corporate credit card misuse by the Department of Education and Training staff by classification for the period 1 September 2015 to 31 January 2016.

5. Refer to table below.

APS Classification	Number of Instances	Example of types of misuse	Action Taken
APS 1 - 3	3	Misunderstood policy resulting in inappropriate withdrawal of funds. Used corporate credit card instead of personal card	All amounts have been recovered.
APS 4 - 6	7	Used corporate credit card instead of personal card	All amounts have been recovered or are in the process of being recovered.
Exec 1 and 2	13	Misunderstood policy resulting in inappropriate withdrawal of funds. Used corporate credit card instead of personal card	All amounts have been recovered or are in the process of being recovered.
SES and equiv	3	Used corporate credit card instead of personal card	All amounts have been recovered.
Total	26		

6. There have been no changes to the action taken to prevent corporate credit card misuse.
7. The Department has not issued any credit cards to the Minister or their office. Cards are only issued to identified departmental staff.