

Senate Standing Committee on Education and Employment - Education

QUESTIONS ON NOTICE  
Supplementary Budget Estimates 2014-2015

Cross Portfolio

Department of Education Question No. ED0483\_15

Senator Ludwig provided in writing.

Question

Dept & its agencies: Credit cards

Since Budget Estimates in June, 2014: 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

Department

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 staff by classification for the period 1 July to 30 September 2014.
5. Refer to table below.

APS Classification	Number of Instances	Example of types of misuse
APS 1 - 3	2	Used corporate credit card instead of personal card
APS 4 - 6	4	Misunderstood policy resulting in inappropriate withdrawal of funds. Used corporate credit card instead of personal card
Exec 1 and 2	10	Misunderstood policy resulting in inappropriate withdrawal of funds. Used corporate credit card instead of personal card.
SES and equiv	2	Used corporate credit card instead of personal card
<b>Total</b>	<b>18</b>	

6. There have been no changes to action taken to prevent corporate credit card misuse.
7. There are no credit cards provided to the Minister or their office by the Department of Education.

### **Agency Responses**

#### **Australian Research Council**

1. SES x 7, EL x 28, APS x 13
2. No.
3. No.
4. One.
5. SES, inadvertent personal use (has an identical credit card), recovery action taken and staff member reminded of no personal use of corporate credit card.
6. No.
7. Nil.

#### **The Tertiary Education Quality and Standards Agency**

1. No changes.
2. Nil.
3. Nil.
4. Nil.
5. Not Applicable.
6. Nil.
7. Nil.

#### **Australian Curriculum, Assessment and Reporting Authority**

1. EL1 x 4, EL2 x 4, SES x 8
2. No.
3. No.
4. Nil
5. Not Applicable.
6. Not
7. Not Applicable.

#### **Australian Institute for Teaching and School Leadership**

1. Not applicable.
2. No.
3. No.
4. No.
5. Not Applicable.
6. No.
7. Not Applicable.

#### **Australian Institute of Aboriginal and Torres Strait Islander Studies**

1. APS4 x 2, APS 5 x 5, APS x 3, EL1 x 11, EL2 x 10 and SES x 2.
2. No. Cardholder's access or use of a credit card may be suspended or cancelled. Breaches are recorded in the agency breach register.
3. No change.
4. No.
5. Not applicable.
6. No. New cardholders are made aware of the agency policy and their obligations. Annual review of credit card use is undertaken.
7. Nil.