

Senate Standing Committee on Education and Employment - Education

**QUESTIONS ON NOTICE
Supplementary Budget Estimates 2014-2015**

Cross Portfolio

Department of Education Question No. ED0549_15

Senator O'Neill provided in writing.

Question

Credit cards

In relation to credit cards: a. Can the Department please provide a breakdown for each employment classification that has a corporate credit card, and a total amount charged to those credit cards in 2013-14. b. How many instances of corporate credit card misuse have been reported and/or discovered since 1 January 2014? Please provide a breakdown of staff classification and what the misuse was, and the action taken.

Answer

a. Please refer to the table below for the number of credit cards issued to Department of Education staff by classification level as at 31 October 2014.

| Classification | No of cards |
|-----------------------|--------------------|
| APS 1 - 3 | 18 |
| APS 4 - 6 | 427 |
| EI 1 and 2 | 570 |
| SES and equiv | 75 |
| Total | 1,090 |

The Department of Education was not established until 18 September 2013. Prior to 18 September 2013 the functions of the Department of Education formed part of the Department of Education, Employment and Workplace Relations (DEEWR). The Department of Education did not formerly separate its financial management system from the former DEEWR system until 1 July 2014. A breakdown of 2013-2014 credit card expenditure for staff transferred from DEEWR to the Department of Education is not readily available and would require an unreasonable diversion of resources to provide.

b. Please refer to the table below for instances of corporate credit card misuse by Department of Education staff by classification for the period 1 January to 30 September 2014. When instances of misuse occur staff are reminded of the relevant policies regarding the use of corporate credit cards.

| APS Classification | Number of Instances | Example of types of misuse |
|---------------------------|----------------------------|---|
| APS 1 - 3 | 3 | Misunderstood policy resulting in inappropriate withdrawal of funds. 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 |
| EL 1 and 2 | 15 | 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 |
| Total | 24 | |