

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Supplementary Budget Estimates 2016 - 2017**

Outcome: Cross Portfolio

Department of Education and Training Question No. SQ16-000834

Senator Collins, Jacinta asked on 20 October 2016, Proof Hansard page 16

Also refer to previous hearing Question No. SQ16-000219

Credit Cards

Question

Senator JACINTA COLLINS: Is that a department-specific protocol, or is it a broader APS protocol that you use?

Mr Ford: By 'protocol' do you mean a policy for credit card issue?

Senator JACINTA COLLINS: How you determine who should have credit card and what the arrangements are around it.

Mr Ford: We have our own protocols. You will probably find that there is some variation across agencies. Not a huge amount, but each agency will have their own policies relating to credit card issue.

Senator JACINTA COLLINS: Could you make those available?

Mr Ford: Yes, we can.

Answer

The protocols surrounding credit cards in the department are set out in the Secretary Instruction (SI), SI 6.1 Commonwealth credit cards and credit vouchers.

To be a credit card holder, an individual must first complete the online fraud awareness e-learning and travel and credit cards e-learning programs. On successful completion of both, an e-mail is received by the Shared Services Centre (SSC) Financial Operations Unit to release the credit card application form to the applicant. Once completed and ordered, the applicant is required to complete a Personal Responsibilities form, which must be signed by their delegate. Without this form the card cannot be collected.