

QUESTION TAKEN ON NOTICE

BUDGET ESTIMATES – 26 – 27 MAY 2014

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

(BE14/517) PROGRAMME – Internal Product

Senator Ludwig (Written) asked:

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - a) What action is taken if the corporate credit card is misused?
 - b) How is corporate credit card use monitored?
 - c) What happens if misuse of a corporate credit card is discovered?
 - d) Have any instances of corporate credit card misuse have been discovered since Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken.
 - e) What action is taken to prevent corporate credit card misuse?

Answer:

The following table depicts the breakdown of credit card holders within the portfolio as at 31 May 2014, by classification:

Classification	Total
APS	4 597
Executive Level	2 367
Medical Officer	14
SES	292
TOTAL	7 270

- (a) & (c) Corporate credit card misuse is investigated internally. Cases of serious non-compliance may be referred to the Australian Federal Police or the Commonwealth Director of Public Prosecutions.
- (b) Compliance is monitored centrally and by line managers.
- (d) From 1 February 2014 to 31 May 2014 there were two instances of credit card misuse; one by an APS officer and the other by an Executive Level officer. All were accidental and have been invoiced to the employee concerned.
- (e) Credit card use is governed by established policies and instructions and supported by training as required.