

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS
ATTORNEY-GENERAL'S PORTFOLIO

Group: 1

Program: Whole-of-Portfolio

Question No. SBE14/106

Senator Ludwig asked the following written question from the 20 November and 11 December 2014 hearing.

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:
 - a) Please list staff classification and what the misuse was, and the action taken.
5. Have there been any changes to what action is taken to prevent corporate credit card misuse?
6. How many credit cards available to the Minister or their office? If so, please list by classification. Has 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.

The answer to the honourable senator's question is as follows:

1. To attempt to provide the level of detail requested would involve an unreasonable diversion of resources.
2. No.
3. No.
4. The department has not had any instances of corporate credit card misuse since June 2014, with the exception of the agencies listed below:

Administrative Appeals Tribunal

Two incidences involving EL1 staff inadvertently using their corporate credit card to pay for personal expenses. Both staff members were counselled on responsible usage of the credit card and money was reimbursed by the staff.

Australian Security Intelligence Organisation

Twelve instances involving two APS5, three APS6, three EL1, 1 EL2 and 3 SES. These identified misuses primarily consist of officers mistakenly using their corporate credit card

for personal transactions or instances where the use of the corporate credit card was unavoidable i.e. in an emergency situation).

CrimTrac Agency

One instance involving an SES Band 1 using a corporate credit card for a low value personal transaction in error. The incident was reported three days later and the funds were repaid without delay.

National Archives of Australia

Two instances involving an APS5 and APS6 mistakenly used their corporate credit card for private purposes. Both transactions were made in error and were unintentional. Both staff members brought the transactions to the Archives' attention as soon as the misuse was discovered, and reimbursed the Archives for the full amount of the transaction immediately. In both instances, the staff members were counselled and warned of the consequences of their misuse and any future misuses. Both misuses have been documented.

5. No.
6. The Department does not provide credit cards to Ministers or their staff.