

**Senate Standing Committee on Education Employment and Workplace  
Relations**

**QUESTIONS ON NOTICE  
Budget Estimates 2012-2013**

**Cross Portfolio**

**DEEWR Question No.** EW0081\_13

**Senator Back provided in writing.**

**Question**

**Credit Cards**

1. "Provide a breakdown for each employment classification that has a corporate credit card. Please update if there have been any changes since Additional Estimates 2011-12 (February 2012): • 2. What action is taken if the corporate credit card is misused? • 3. How is corporate credit card use monitored? • 4. What happens if misuse of a corporate credit card is discovered? • 5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. • 6. What action is taken to prevent corporate credit card misuse?"

**Answer**

1. Please refer to the tables below for the number of credit cards issued to staff and their classification level.

<b>Classification</b>	<b>DEEWR</b>	<b>ABCC</b>	<b>ACARA</b>	<b>AITSL</b>	<b>Comcare</b>	<b>FWA</b>	<b>FWO</b>	<b>SWA</b>
APS 1-3	66	10	0	0	5	3	44	0
APS 4-6	1,417	110	0	1	116	8	462	18
EL1 & EL2	1,513	41	8	2	159	11	137	54
SES or Equiv	171	12	8	4	9	0	15	6
<b>Total</b>	<b>3,167</b>	<b>173</b>	<b>16</b>	<b>7</b>	<b>289</b>	<b>22</b>	<b>658</b>	<b>78</b>

2. If a corporate credit card is misused the employee is reminded of the requirements of the department's/ agency's policy and depending on the nature of the misuse, the matter may be referred for code of conduct or fraud investigation as appropriate. In all cases the department/agency seeks full reimbursement.

3. Corporate credit card use is monitored primarily through delegate approval of cardholder monthly statements and periodic reporting undertaken by the credit card administration team.

4. If misuse of a corporate card is suspected, the delegate will discuss the expenditure with the card holder. If the outcome is that misuse has occurred, the credit card administration is notified. In addition to the actions outlined at (b) above, a decision may be taken to cancel the credit card. A determination is then made on whether the matter should be referred to our Human Resources Team for Public Service Code of Conduct action, or to Investigations Branch for criminal consideration. Repayment of the misuse value is also undertaken.

5. Please refer to the table below for instances of corporate credit card misuse by staff by classification for the period 1 July 2011 to 31 May 2012.

#### DEEWR

APS Classification	Number of instances	Example of types of misuse
APS 1-3	1	Used corporate credit card instead of personal card
APS 4-6	37	Used corporate credit card instead of personal card; expenditure deemed personal not business; withdrew funds inappropriately
EL1 & EL2	22	Used corporate credit card instead of personal card; expenditure rejected by delegate
SES or Equiv	8	Used corporate credit card instead of personal card; expenditure deemed personal not business
<b>Total</b>	<b>68</b>	

#### Portfolio Agencies

Agency	APS Classification	Number of instances	Example of types of misuse
ABCC	APS 4-6	1	Used corporate credit card instead of personal card
	EL1 & EL2	1	Used corporate credit card instead of personal card;
	SES	1	Used corporate credit card instead of personal card;
Comcare	EL1 & EL2	2	Used corporate credit card instead of personal card;
FWO	APS 4-6	7	Used corporate credit card instead of personal card;
	EL1 & EL2	1	Used corporate credit card instead of personal card;

There were no instances of misuse for the other portfolio agencies.

6. Staff are required to read the Department's policies on credit card use and sign a Personal Responsibilities form acknowledging that they will use the credit card in accordance with the policies. Delegate approval of monthly statements is required. Periodic reporting is conducted.