

## QUESTION TAKEN ON NOTICE

### ADDITIONAL ESTIMATES HEARING: 13 FEBRUARY 2012

#### IMMIGRATION AND CITIZENSHIP PORTFOLIO

#### **(AE12/0131) Program: Internal Product**

Senator Humphries asked:

How many staff in each Department and Agency have a corporate credit card? What is their classification?

*Answer:*

#### Department of Immigration and Citizenship

The Department currently uses two credit cards, Mastercard for general business expenditure and Diners for travel related expenditure.

- As at 31 January 2012, the department had 4885 staff members responsible for either one or both cards.

<b>Classification</b>	<b>Number of Staff</b>
APS Level	3290
Executive Level	1386
Legal Officer	79
Medical Officer	11
Public Affairs Officer	24
SES Level	95
<b>Total number of staff</b>	<b>4885</b>

- All DIAC APS staff are eligible to apply for a corporate credit card, and their application includes the manager's approval.
- Where the credit card limits are outside departmental standard, an approved business case is required.
- Departmental contractors are not eligible to apply for a corporate credit card.
- Employees are required to undertake an online training course and attain 100% pass mark on a test relating to the policies and procedures for the use of the credit card.
- The cardholders are required to resit the test at the date of the card renewal, which is normally every three years.

- Staff who take leave for more than three months are required to surrender their card and resit the test on their return.
- Credit card statements are reconciled monthly by the cardholder and authorised by a delegate.

Migration Review Tribunal and Refugee Review Tribunal

- As of 31 January 2012 MRT/RRT have 9 corporate credit cards.

<b>Classification</b>	<b>Number of Staff</b>
APS Level	4
Executive Level	5