

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
FAMILIES, HOUSING, COMMUNITY SERVICES AND
INDIGENOUS AFFAIRS PORTFOLIO
2012-13 Budget Estimates Hearings

Outcome Number: Cross

Question No: 476

Topic: Corporate credit cards

Hansard Page: Written

Senator McKenzie asked:

Please provide a breakdown of the number of corporate credit card holders by APS classification level.

Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):

What action is taken if the corporate credit card is misused? How is corporate credit card use monitored?

What happens if misuse of a corporate credit card is discovered?

Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.

What action is taken to prevent corporate credit card misuse?

Answer:

As at 31 May 2012, FaHCSIA had 946 active credit cards issued to Departmental staff. Credit cards have been issued to staff at most classifications based on business needs, not classification level.

The number of active credit cards has reduced by 18 since Additional Estimates 2011-12 (February 2012).

Credit card usage is monitored through:

- A two-step monthly verification process;
- Random spot checks of card holders' transactions;
- Quarterly certificate of compliance reporting;
- Regular reviews by Internal Audit; and
- Quarterly monitoring using the Department's Computer Assisted Audit Tool (CAAT).

Most misuse occurs by mistake and is generally fixed by the card holder as soon as the mistake is realised. Where doubts are raised, these matters are referred for further investigation by the card holder's Verifying Officer, the Credit Card Administrator or Internal Audit.

For the period 1 July 2011 to 31 May 2012, there were 21 instances of inadvertent personal usage involving 21 staff: 7 SES officers; 9 Executive Level Officers; and 5 APS staff. In all cases, debt recovery procedures were initiated.

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FaHCSIA's Credit Card Policy governing the use of credit cards is promulgated on the FaHCSIA Intranet site and clearly defines the approved and disallowed use of credit cards. Staff are required to undertake training on the rules and procedures associated with the use and acquittal of Departmental credit cards prior to being issued with a credit card.

Note relating to Portfolio Agencies:

There are an additional 212 credit cards in use in Portfolio Agencies under contractual arrangements entered into by individual Agencies. FaHCSIA does not administer these arrangements, but has been informed that no instance of misuse of any of these cards has been identified.