

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Additional Estimates 2012

15 – 17 February 2012

Question: AET 205 - 211

Topic: Credit Cards

Hansard Page: Written

Senator BUSHBY asked:

205. How many staff in each department and agency have a corporate credit card?
206. What is their classification?
207. What action is taken if the corporate credit card is misused?
208. How is corporate credit card use monitored?
209. What happens if misuse of a corporate credit card is discovered?
210. Have any instances of corporate credit card misuse been discovered?
List staff classification and what the misuse was, and the action taken.
211. What action is taken to prevent corporate credit card misuse?

Answer:

The following response covers the Treasury and all portfolio agencies.

205. There are 3,748 credit cards issued to staff in the Treasury portfolio.
206. Credit cards are issued to eligible SES and Non-SES in accordance with their employment requirements. Eligible staff include purchasing officers and those required to travel.
207. Action is taken in accordance with agency credit card guidelines and employees may be subject to action under the APS Values and Code of Conduct. In cases of accidental misuse of personal expenditure staff are required to immediately reimburse the agency. Where it is appropriate, the misuse may be referred to the Australian Federal Police.
208. Credit card use is monitored through the monthly acquittal and reconciliation of transactions.
209. Refer to AET 207.
210. There have been instances where credit cards have been misused. Action was taken in line with the response to AET 207.
211. All cardholders must read and sign a credit card agreement. Internal guidelines are provided outlining the appropriate use of Commonwealth credit cards as well as monthly acquittal processes.