

**Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Industry Portfolio  
Supplementary Budget Estimates Hearing 2013-14  
21 November 2013

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**DEPARTMENT/AGENCY:** DEPARTMENT OF INDUSTRY

**TOPIC:** Credit Cards

**REFERENCE:** Written Question – Senator Ludwig

**QUESTION No.:** SI-185

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following:
  - a) What action is taken if the corporate credit card is misused?
  - b) How is corporate credit card use monitored?
  - c) What happens if misuse of a corporate credit card is discovered?
  - d) Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
  - e) What action is taken to prevent corporate credit card misuse?

**ANSWER**

1. The Department had 3,145 corporate credit cards as at 30 November 2013. The breakdown by employment classification is as follows:

<b>Classification</b>	<b>Number of credit cards</b>
Senior Executive Service	143
Executive Level	1,561
Australian Public Service Officers	1,441
<b>Total</b>	<b>3,145</b>

2.
  - a) All breaches relating to the misuse of credit cards are reported to the relevant delegate and action is taken in accordance with the department's Chief Executive's Instructions, departmental policies and code of conduct policies. These include the recovery of the expenditure, and could also include a range of actions from a reprimand to the termination of employment. Allegations or suspicions of fraudulent activities must also be reported to the Fraud Control Officer. The incidence of misuse of credit cards (breaches) is reported in the department's Certificate of Compliance under section 60 of the *Financial Management and Accountability Act 1997*.
  - b) Credit cardholders are required to obtain the approval of a delegate, provide evidence of expenditure (receipts) and acquit the expenditure. In addition, credit card statements are reviewed and signed by managers.
  - c) Please refer to response to 2a.

- d) There was one instance of credit card misuse for the period 7 September to 30 November 2013. This related to the accidental use of a Commonwealth credit card for personal expenditure by an Executive Level staff member. The official was reminded of their obligations when using the Commonwealth credit card and debt recovery action was taken.
- e) Prior to being issued with a Commonwealth credit card, officials are required to undertake an accreditation test and to sign an agreement which outlines their obligations when using their credit card. In addition, the department conducts regular fraud awareness and financial framework training. Debt recovery action is taken for any misuse. Allegations or suspicions of fraudulent activities must also be reported to the Fraud Control Officer. At the conclusion of investigations into credit card misuse, feedback and recommendations to prevent recurrences are provided to senior management.

Please note as this information is as at 30 November 2013, it does not include the Anti-Dumping Commission. The Australian Customs and Border Protection Service will report on the Commission where appropriate in their responses to 2013-14 Budget Estimates Questions on Notice.