

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

**QUESTIONS ON NOTICE  
Additional Estimates 2011-2012**

**Cross Portfolio**

**DEEWR Question No.** EW0924\_12

**Senator Back provided in writing.**

**Question**

**Credit Cards**

1. How many staff in each department and agency have a corporate credit card? What is their classification? 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**

DEEWR and its Agencies have provided the following response:

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               | 29           | 9           | 0            | 0            | 7              | 2          | 39         | 0          |
| APS 4-6               | 1,532        | 105         | 0            | 1            | 135            | 9          | 470        | 15         |
| EL1 & EL2             | 1,826        | 42          | 14           | 1            | 136            | 11         | 142        | 55         |
| SES or Equivalent     | 194          | 12          | 5            | 4            | 9              | 0          | 14         | 6          |
| <b>Total</b>          | <b>3,581</b> | <b>168</b>  | <b>19</b>    | <b>6</b>     | <b>287</b>     | <b>22</b>  | <b>665</b> | <b>76</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.

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 January 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            | 18                  | Used corporate credit card instead of personal card; expenditure deemed personal not business; withdrew funds inappropriately |
| EL1 & EL2          | 13                  | Used corporate credit card instead of personal card; expenditure rejected by delegate   |
| SES or Equiv       | 4                   | Used corporate credit card instead of personal card; expenditure deemed personal not business                                 |
| <b>Total</b>       | <b>36</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          | 2                   | Used corporate credit card instead of personal card;  |
| Comcare | EL1 & EL2          | 1                   | 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;  |
| SWA     | APS 4-6            | 1                   | Used corporate credit card instead of personal card   |
|         | EL1 & EL2          | 4                   | Used corporate credit card instead of personal card; expenditure deemed personal not business |

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.