

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates 17-20 October 2011

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian Sports Commission

**Outcome/Program:**

**Topic:** Credit Cards

**Senator:** Senator Ryan

**Question reference number:** 155S

**Type of question:** Written

**Date set by the committee for the return of answer:** 2 December 2011

**Number of pages:** 2

**Question:**

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:**

- 1 The number of staff across the ASC holding a corporate credit card as at 30 September 2011 is 457. The ASC *Credit Card Policy* allows for credit cards to be issued to all employees as required to facilitate ASC business.
- 2 Officers found to have misused a corporate credit card, may have the card withdrawn and/or disciplinary action taken in line with ASC policies and procedures.
- 3 All corporate credit card holders provide a monthly acquittal of their transactions for approval by their direct manager consistent with the ASC *Credit Card Policy*. The Finance Branch also reviews transactions for compliance with relevant ASC policies.
- 4 Where deliberate misuse of a corporate credit card is discovered the matter is further investigated to determine the appropriate action required, consistent with the ASC *Credit Card Policy*.
- 5 There have been no instances identified of deliberate unauthorised use of the ASC's corporate credit cards from 1 July to 30 September 2011.

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- 6 The ASC *Credit Card Policy* governs the use of credit cards by all cardholders and includes a requirement for the cardholder to acknowledge acceptable use prior to being provided a card. See response to question 3.