

QUESTION TAKEN ON NOTICE

SUPPLEMENTARY BUDGET ESTIMATES HEARING: 17 OCTOBER 2011

IMMIGRATION AND CITIZENSHIP PORTFOLIO

(SE11/0139) Program: Internal Product

Senator Humphries (L&CA written) asked:

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

Answer:

Department of Immigration and Citizenship

The Department currently uses two credit cards, Mastercard for general business expenditure and Diners for travel related expenditure.

- There were 35 cases of accidental misuse of a corporate credit card.
- There have been no reported cases of fraudulent activity on corporate credit cards.

Staff classification and reasons for accidental misuse of credit card

Number of instances	Classification	Reason of accidental misuse
3	APS4	Taxi costs
1	APS4	Purchase of meals
1	APS4	Purchase of parking costs
2	APS5	Purchase of meals
1	APS5	Purchase of personal goods
1	APS5	Purchase of accommodation for personal use
6	APS6	Purchase of meals
1	APS6	Purchase of fuel
1	APS6	Taxi costs
4	EL1	Purchase of meals
1	EL1	Used credit card by accident
1	EL2	Purchase of meals
1	EL2	Taxi costs
1	EL2	Purchase of goods
1	Senior Legal Officer	Purchase of fuel
1	PMO	Used credit card by accident
1	SMO	Purchase of accommodation for personal use
1	SMO	Credit card was used by a family member without their knowledge
2	Assistant Secretary	Purchase of meals
2	Assistant Secretary	Taxi costs
1	Deputy State Director	Purchase of parking costs
1	Contractor*	Purchased meals against a Divisional card

*This misuse led to a change in policy, of not issuing credit cards to contractors.

Action Taken

The Debt Management Team issues an invoice to the staff member for the accidental purchase of the amount incurred on the corporate credit card. The Debt Management Team sends reminder letters twice a month to the staff member if required. Where repayment has not been received within a reasonable timeframe the card is cancelled.

Merit Review Tribunal and Refugee Review Tribunal

MRT/RRT has no recorded misuse of corporate credit cards