

Senate Community Affairs Legislation Committee
ADDITIONAL ESTIMATES – 11 FEBRUARY 2016
ANSWER TO QUESTION ON NOTICE

Department of Human Services

Topic: Credit cards

Question reference number: HS 62

Senator: Ludwig

Type of question: Written

Date set by the committee for the return of answer: 4 April 2016

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

- a) Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
- b) Have there been any changes to action taken in the event that the corporate credit card is misused?
- c) Have there been any changes to how corporate credit card use is monitored?
- d) Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
- e) Please list staff classification and what the misuse was, and the action taken.
- f) Have there been any changes to what action is taken to prevent corporate credit card misuse?
- g) How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

- a) At 26 February 2016, 1,117 staff had a corporate card. This is a reduction of 19 corporate cards since 14 September 2015. A breakdown for each employment classification is:

Classification	Cardholders
APS1	1
APS2	8
APS3	27
APS4	384
APS5	137
APS6	151
EL1	106
EL2	156
SES/SECRETARY	147

- b) There have been no changes to action taken in the event that the corporate credit card is misused.
- c) There have been no changes to how corporate credit card use is monitored.
- d) and e) Ten instances of a corporate credit card being inadvertently used for personal expenditure were identified for the period 14 September 2015 - 26 February 2016.

Classification	No. of breaches	Action taken in all instances
APS 4	5	<ul style="list-style-type: none"> • Card holder has been counselled. • Senior Executive Service (SES) official responsible for the breaching official informed of the non-compliance. • The card holder or merchant have refunded the full amount of the expenditure.
APS 5	1	
APS 6	1	
EL 1	1	
EL 2	1	
SES Band 1	1	
Total	10	

- f) There have been no changes to the action taken to prevent misuse.
- g) There are no Department of Human Services corporate credit cards available to the Minister or their staff.