

## Senate Standing Committee on Education and Employment

### QUESTIONS ON NOTICE Budget Estimates 2014-2015

#### Cross Portfolio

Department of Employment Question No. EM0479\_15

Senator Ludwig provided in writing.

#### Question

##### Credit cards

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 since Additional Estimates in February, 2014? 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. Please refer to the tables below for the number of credit cards issued to Department of Employment staff by classification level as at 30 June 2014.

Classification	
APS 1-3	10
APS 4-6	405
EL1 & EL2	528
SES or Equiv.	62
<b>Total</b>	<b>1,005</b>

Department of Employment staff are required to use a departmental credit card to meet all approved official travel expenses, and for small value procurements.

2(a) and (c) If a corporate credit card is misused, the employee is reminded of the requirements of the department'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 seeks full reimbursement.

2(b) Corporate credit card use is monitored primarily through delegate approval of cardholder monthly statements and periodic reporting undertaken by the credit card administration team.

2(d) Please refer to the table below for instances of corporate credit card misuse by Department of Employment staff by classification for the period 1 March 2014 to 30 June 2014. All funds were repaid to the department.

<b>APS Classification</b>	<b>Number of instances</b>	<b>Example of types of misuse</b>
APS 1-3	0	
APS 4-6	1	Used corporate credit card instead of personal card
EL1 & EL2	1	Used corporate credit card instead of personal card
SES or Equiv	0	
<b>Total</b>	<b>2</b>	

2(e) In order to reduce the incidence of credit card misuse, staff are required to read the department's policies on credit card use when they are issued a credit card 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 management reporting is conducted.