

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Budget Estimates 2014-2015**

Agency - Asbestos Safety & Eradication Agency

Department of Employment Question No. EM0480_15

Senator Ludwig provided in writing.

Question

ASEA - 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 table below for the number of credit cards issued to staff and their classification level as at 25 June 2014.

Classification	Number of credit cards issued
APS 4-6	2
EL1 & EL2	3
SES or Equiv.	1
Total	6

2. a) The use of credit cards is closely monitored, with pre-approval by the relevant delegate required before payment is made with a corporate credit card. Any misuse will be investigated. If the outcome is that misuse has occurred, appropriate sanctions will be made based on the breach identified. The matter may be referred for code of conduct or fraud investigation as appropriate. Unauthorised expenditure will be returned to the Agency.

b) As above

c) As above

d) No instances of corporate credit card misuse by staff have occurred since the Additional Estimates in February 2014.

e) In addition to the above, staff are required to comply with the Department of Employment'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. All staff are required to complete the Travel and Credit Cards E-Learning Program before a card is issued to them.