

Senate Standing Committee on Education and Employment

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

Agency - Comcare

Department of Employment Question No. EM0481_15

Senator Ludwig provided in writing.

Question

Comcare - 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) Cards are issued for use by staff for travel related expenses, consistent with the whole of government guidelines.

Classification	Number of cardholders
APS 1-3	8
APS 4-6	132
EL1-EL2	133
SES	6
CEO	1

2a) A misuse of credit card form must be filled in by the cardholder, signed by the cardholder's manager and sent to Comcare's Finance team. The misuse is entered into the misuse log and checked for patterns of misuse. The cardholder is instructed to repay the money immediately.

2b) All transactions are approved by a financial delegate. The Finance team conducts quality assurance reviews on a regular basis. The Finance team also conducts random audits on credit card files and reports the findings to the cardholder's manager if necessary.

2c) Comcare's Finance team identifies the severity of the misuse and escalates if necessary. Misuse may lead to the card being removed from the cardholder or more serious sanctions.

2d) No

2e) Comcare has internal policies and procedures that outline a cardholder's responsibilities. Training is provided to all credit cardholders.