

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE  
Budget Estimates 2014-2015

Agency - Safe Work Australia

Department of Employment Question No. EM0485\_15

Senator Ludwig provided in writing.

Question

SWA - 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. The following is a breakdown by classification of those in possession of a corporate credit card:

Level	Number of Purchasing Cards	Number of Travel Cards	Total
APS 4	1	0	1
APS 5	2	2	4
APS 6	1	5	6
Chair	0	1	1
EL1	2	28	30
EL2	1	11	12
SES	0	4	4
<b>Total</b>	<b>7</b>	<b>51</b>	<b>58</b>

2.

- a) The issue and use of credit cards in Safe Work Australia is closely monitored with all expenditure being pre-approved with the relevant delegate providing Regulation 9 approval prior to the use and or payment on a card. Any misuse will be investigated with unauthorised expenditure to be returned to the agency. Any instances of card misuse will be reported through the agency's annual certificate of Compliance process.
- b) See above.
- c) See above.
- d) No instances of credit card misuse has been discovered since Additional Estimates in February 2014.
- e) See a) above.