

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Budget Estimates 2014-2015

Agency – Workplace Gender Equality Agency

Department of Employment Question No. EM0486_15

Senator Ludwig provided in writing

Question

WGEA – 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 Workplace Gender Equality Agency's (WGEA) Director, 5 EL2's and 1 EL1 have corporate credit cards.
2.
 - a) If a corporate credit card is misused, the following actions will be taken:
 - i. recording of the breach
 - ii. a vigorous and prompt investigation
 - iii. disciplinary and legal action as appropriate
 - iv. review of systems and procedures to prevent similar incidents from occurring in the future.
 - b) Corporate credit card use is monitored in the following ways:
 - i. segregation of duties to ensure that all financial transactions have a two stage approval process
 - ii. monthly acquittal of credit card statements with a requirement for all receipts to be attached and dual signoff
 - iii. all purchases are coded in line with the WGEA's General Ledger Codes
 - c) If a corporate credit card breach is discovered, the following actions will be taken:
 - i. recording of the breach
 - ii. disciplinary and legal action as appropriate
 - iii. review of systems and procedures to prevent similar incidents from occurring in the future.
 - d) No.
 - e) The following actions are taken to prevent credit card misuse
 - i. credit card guidelines and the WGEA's internal Fraud Policy are provided to a corporate credit card holder on issue
 - ii. segregation of duties to ensure that all financial transactions have a two stage approval process
 - iii. monthly acquittal of credit card statements with a requirement for all receipts to be attached and dual signoff
 - iv. all purchases are coded in line with the WGEA's General Ledger Codes