

**Senate Standing Committee on Education and Employment**

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

**Agency - Safe Work Australia**

**Department of Employment Question No. EM1222\_15**

**Senator Ludwig provided in writing.**

**Question**

**SWA - Credit Cards**

Since Budget Estimates in June, 2014: 1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2. Have there been any changes to action taken in the event that the corporate credit card is misused? 3. Have there been any changes to how corporate credit card use is monitored? 4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so: 5. Please list staff classification and what the misuse was, and the action taken. 6. Have there been any changes to what action is taken to prevent corporate credit card misuse? 7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

**Answer**

- 1) Since Budget Estimates in June 2014 there has been no change to the employment classifications that have access to corporate credit cards.
- 2) Since Budget Estimates in June 2014 there has been no change to Safe Work Australia's policies regarding the misuse of corporate credit cards.
- 3) 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 Section 23 approval prior to the use of and/or payment on any card. Any misuse will be investigated with unauthorised expenditure returned to the agency. Any instances of card misuse will be reported through the agency's annual Certificate of Compliance process. There has been no change to Safe Work Australia's corporate card monitoring processes since Budget Estimates in June 2014.
- 4) Since Budget Estimates in June 2014 no instances of corporate credit card misuse have been identified.
- 5) Not applicable.
- 6) See response to 3.
- 7) Not applicable.