

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Additional Estimates 2013-2014**

Cross Portfolio

Department of Employment Question No. EM0334_14

Senator Ludwig provided in writing.

Question

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 Supplementary Budget Estimates in November 2013? 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 Department of Employment was established on 18 September 2013. Previously the functions were delivered by the Department of Education, Employment and Workplace Relations (DEEWR).

Please refer to the tables below for the number of credit cards issued to Department of Employment staff by classification level as at 28 February 2014.

Classification	
APS 1-3	30
APS 4-6	474
EL1 & EL2	483
SES or Equiv.	56
Total	1,043

Department of Employment staff are required to use a departmental credit card to meet all approved official travel expenses, and for small value procurements.

2(a) and (c) If a corporate credit card is misused, the employee is reminded of the requirements of the department's policy, and, depending on the nature of the misuse, the matter may be referred for code of conduct or fraud investigation as appropriate. In all cases the department/agency seeks full reimbursement.

2(b) Corporate credit card use is monitored primarily through delegate approval of cardholder monthly statements and periodic reporting undertaken by the credit card administration team.

2(d) Please refer to the table below for instances of corporate credit card misuse by Department of Employment staff by classification for the period 1 November 2013 to 28 February 2014. All funds were repaid to the department.

APS Classification	Number of instances	Example of types of misuse
APS 1-3	0	
APS 4-6	2	Used corporate credit card instead of personal card; misunderstood policy resulting in inappropriate withdrawal of funds
EL1 & EL2	4	Used corporate credit card instead of personal card; misunderstood policy resulting in inappropriate withdrawal of funds
SES or Equiv	0	
Total	6	

2(e) In order to reduce the incidence of credit card misuse, staff are required to read the department's policies on credit card use when they are issued a credit card 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. Periodic management reporting is conducted.