

**Senate Community Affairs Committee**

**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**

**HEALTH PORTFOLIO**

**Additional Estimates 2013 - 2014, 26 February 2014**

**Ref No:** SQ14-000031

**OUTCOME:** 0 - Whole of Portfolio

**Topic:** Credit Cards

**Type of Question:** Written Question on Notice

**Senator:** Ludwig Joe

**Question:**

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. As at 27 March 2014 the Department of Health has a total of 362 corporate credit cards on issue, of which 103 were issued to SES staff, 179 were issued to Executive Staff and 80 were issued to APS staff.
2.
  - a) Cases of intentional misuse or potentially criminal misuse are referred to the Department's Audit and Fraud Control section for investigation. If appropriate, matters may be referred to the Australian Federal Police and/or the Director of Public Prosecutions.
  - b) The credit card administrator undertakes a compliance check on monthly corporate credit card statements to ensure that all supporting documentation is attached and that credit card use is in accordance with the guidelines.
  - c) Cases of intentional misuse or potentially criminal misuse are referred to the Department's Audit and Fraud Control for investigation. If appropriate, matters may be referred to the Australian Federal Police and/or the Director of Public Prosecutions.
  - d) There was one instance of corporate credit card misuse that was discovered during this period. The staff member inadvertently used their card for a personal purchase. The staff member realised their error and notified the Credit Card Administrator. An invoice was raised in order for the staff member to reimburse the Department, and this was paid promptly.

e) Corporate credit cards are issued to an approved Departmental Officer where access to a card is considered essential. New credit card applicants must undertake a mandatory credit card eLearning course prior to being issued with the corporate credit card. Credit card statements are reconciled monthly and verified by the cardholder's supervisor and supporting documentation must be provided for all purchases.

All credit card holders are provided with an information pack at the time they collect their credit card. This information pack contains guidelines on the appropriate use of a credit card, copies of all relevant business rules, the APS Code of Conduct and procedures for monthly reconciliation.