

Senate Community Affairs Committee

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH PORTFOLIO

Supplementary Budget Estimates 2013-14, 20 November 2013

Question: E13-067

OUTCOME: 0 - Whole of Portfolio

Topic: Credit Card

Type of Question: Written Question on Notice

Senator: Ludwig

Question:

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? List staff classification and what the misuse was, and the action taken.
- e) What action is taken to prevent corporate credit card misuse?

Answer:

- a) Cases of intentional misuse or potentially criminal misuse are referred to internal Audit and Fraud Control 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 internal 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) Since Budget Estimates June 2013, one instance of corporate credit card misuse was discovered. An EL1 staff member used their card inadvertently 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 of Health, 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. The credit card administrator provides a compliance check on supporting documentation.

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.