

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Cross Portfolio

Department of Employment Question No. SQ16-000336

Senator Ludwig provided in writing.

Question

Credit cards

Since the change of Prime Minister on 14 September, 2015:

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

The Department of Employment has not changed corporate credit card arrangements since 14 September 2015.

In the period from 14 September 2015 to 31 January 2016 there has been a small number of instances where corporate credit cards have been mistakenly used instead of personal cards. In these cases, all funds have been or are being repaid to the department.

5. Table 1 – Credit card breaches from 14 September 2015 – 31 January 2016.

Staff classification	Accidental usage
APS 4	2
APS 5	1
APS 6	8
EXEC 1	5
EXEC 2	13
SEB 1	1
Total	30

When a breach is identified, the credit card holders supervisor is notified of the breach and they are required to discuss the breach and the employees roles and responsibilities of employees when issued with a corporate credit card. Breaches are reported to the Departments executive throughout the year.

As at 31 January 2016, there are no credit cards provided to Ministers or their office by the Department.