

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Supplementary Budget Estimates 2013-2014

Cross Portfolio

Department of Employment Question No. EM0060_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? 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 Employment¹ staff, including Corporate and State Network staff who provide services to both the Department of Education and the Department of Employment, and their classification level as at 31 October 2013.

Classification	DEEWR
APS 1-3	67
APS 4-6	963
EL1 & EL2	828
SES or Equiv.	93
Total	1,951

Under the terms of the department's Enterprise Agreement, Department of Employment staff are required to use a departmental credit card to meet all approved official travel expenses.

¹ Corporate and the State Office Network provide services to the Department of Employment and the Department of Education. The cards associated with these functions have been attributed to both departments.

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 DEEWR staff by classification for the period 1 July to 17 September 2013. All funds were repaid to the department.

APS Classification	Number of instances	Example of types of misuse
APS 1-3	0	
APS 4-6	3	Misunderstood policy resulting in inappropriate withdrawal of funds
EL1 & EL2	1	Misunderstood policy resulting in inappropriate withdrawal of funds
SES or Equiv	3	Used corporate credit card instead of personal card; misunderstood policy resulting in inappropriate withdrawal of funds
Total	7	

Please refer to the table below for instances of corporate credit card misuse by Department of Employment staff by classification for the period 18 September to 31 October 2013. All funds were repaid to the department.

APS Classification	Number of instances	Example of types of misuse
APS 1-3	0	
APS 4-6	9	Used corporate credit card instead of personal card; misunderstood policy resulting in inappropriate withdrawal of funds
EL1 & EL2	5	Used corporate credit card instead of personal card; misunderstood policy resulting in inappropriate withdrawal of funds
SES or Equiv	0	
Total	14	

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 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 reporting is conducted.