

## Senate Community Affairs Legislation Committee

### SUPPLEMENTARY BUDGET ESTIMATES – 23-24 OCTOBER 2014 ANSWER TO QUESTION ON NOTICE

#### Department of Human Services

**Topic:** Credit Cards

**Question reference number:** HS 102

**Senator:** Ludwig

**Type of question:** Written

**Date set by the committee for the return of answer:** 12 December 2014

**Number of pages:** 2

#### **Question:**

Since Budget Estimates in June 2014:

- a) Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
- b) Have there been any changes to action taken in the event that the corporate credit card is misused?
- c) Have there been any changes to how corporate credit card use is monitored?
- d) Have any instances of corporate credit card misuse been discovered during the specified period? If so:
  - 1) Please list staff classification and what the misuse was, and the action taken.
- e) Have there been any changes to what action is taken to prevent corporate credit card misuse?
- f) How many credit cards available to the Minister or their office? If so, please list by classification.
- g) Have there been any misuse of credit cards by the Minister or their office?
- h) 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:**

- a) There have been no changes to the employment classification at which a credit card can be accessed.
- b) There have been no changes to action taken in the event that the corporate credit card is misused.
- c) There have been no changes to how corporate credit card use is monitored.

- d) Fourteen instances of misuse of a corporate credit card have been reported in the period 1 July 2014 to 31 October 2014.

<b>Staff Classification</b>	<b>Details of Misuse</b>	<b>Number of Breaches</b>	<b>Action Taken</b>
APS 4	DHS credit card inadvertently used for unauthorised personal expenditure.	6	Amount recovered from the relevant staff member.
APS 5	DHS credit card inadvertently used for unauthorised personal expenditure.	2	
APS 6	DHS credit card inadvertently used for unauthorised personal expenditure.	1	
EL1	DHS credit card used inadvertently for unauthorised personal expenditure.	1	
SES	DHS credit card inadvertently used for unauthorised personal expenditure.	3	
SES	DHS credit card inadvertently used for unauthorised personal expenditure.	1	Refund arranged at point of sale.

- e) There have been no changes to the action taken to prevent misuse.
- f) There are no Department of Human Services corporate credit cards held by the Minister or the Minister's office.
- g) Not applicable.
- h) Not applicable. Refer to (f).