

# **Senate Standing Committee on Education and Employment**

## **QUESTIONS ON NOTICE Additional Estimates 2015 - 2016**

**Agency - Safe Work Australia**

**Department of Employment Question No. EMSQ16-000632**

**Senator Ludwig provided in writing.**

### **Question**

#### **SWA - 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. Has 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**

1. Since 14 September 2015, there has been no change to employment classifications with access to corporate credit cards.
2. There has been no change to Safe Work Australia's policies regarding the misuse of corporate credit cards.
3. The issue and use of credit cards in Safe Work Australia is closely monitored with all expenditure being pre-approved with the relevant delegate providing Section 23 approval prior to the use of and/or payment on any card. Any misuse is investigated, and unauthorised expenditure returned to the agency. Instances of card misuse will be reported through the agency's credit card policy. There have been no changes to Safe Work Australia's corporate card monitoring processes since 14 September 2015.
4. There have been two instances of accidental misuse of a corporate credit card from 14 September 2015 to 31 January 2016.
5. Both instances of accidental misuse involved senior staff members of EL1 level or above. In both instances the staff member reported the accidental misuse within one week of the identified misuse. Both had inadvertently used their corporate card when they had intended to use their personal credit card. The amounts of the transactions were \$25.38 and \$98.00 respectively and these amounts were repaid promptly. The staff members are also aware of their responsibilities and obligations as corporate card holders.
6. Safe Work Australia will review its corporate credit card policy and ensure all staff are reminded of their responsibilities and obligations in relation to the use of corporate credit cards.

7. Safe Work Australia has not made any corporate credit cards available to the Minister or their office.