

Senate Standing Committee on Environment and Communications
Answers to Senate Estimates Questions on Notice
Additional Estimates Hearings February 2014
Communications Portfolio
Australian Communications and Media Authority

Question No: 39

Program No. Australian Communications and Media Authority (ACMA)

Hansard Ref: In Writing

Topic: Credit cards

Senator Ludwig asked:

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 since Supplementary Budget Estimates in November 2013? 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.

APS Classification	Number of card holders
APS Level 3	1
APS Level 4	11
APS Level 5	14
APS Level 6	20
Executive Level 1	12
Executive Level 2	17
Senior Executive Level 1	9
Senior Executive Level 2	5
Total	89

2.

- a. Misuse of the credit card is extremely rare and usually is an innocent error where the AGCC was used by mistake. The Manager, Travel, Financial Systems and Operations is advised (who then advises the Chief Finance Officer) and an invoice is raised for the employee to repay the amount. The AGCC holder is counselled regarding the misuse and indicators of fraud are investigated if evident.
- b. Monthly credit card statements are received from the service provider and acquittals are reviewed by the AGCC Co-ordinator. Any issues are reported to the Manager, Travel, Financial Systems and Operations for appropriate action.
- c. If misuse was discovered the matter would be referred in the first instance to the Manager, Travel, Financial Systems and Operations for immediate action.

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- d. One misuse has occurred since Supplementary Budget Estimates November 2013. The card was used in error for personal use. An invoice was raised and the amount paid within 2 days of issue.
- e. The ACMA has a number of checks and balances to mitigate credit card misuse. Commencing with policy documents such as the Chief Executive Instructions, Management Instructions, Delegation Authorisation and the Fraud Control Plan. In addition two checks by operational employees on the processing and payment of credit card accounts are performed. Every transaction is assessed for probity. Each credit card has a total limit of credit available and a transaction limit to control spending.