

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2014

Communications Portfolio

Telecommunications Universal Service Management Agency

Question No: 426

Program No. Telecommunications Universal Service Management Agency (TUSMA)

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. Number of staff and classification in the agency holding a corporate credit card as at 28 March 2014 are as follows:

CEO	1
EL2	2
EL1	2
Grand Total	5

2. a&c. All misuse of corporate credit cards is treated as potential fraud and are referred to the CEO and CFO in the first instance. An assessment is undertaken to determine if the misuse is fraud, in line with the Commonwealth Fraud Control Guidelines 2011. Recommendations for an appropriate course of action are made on a case by case basis. Notification of fraud is sent to the CFO for inclusion in TUSMA's tri-annual Compliance, Accountability and Assurance Sign-off (CAAS) and the CEO's annual Certificate of Compliance Report.
- b. There is an agreed program of monthly, quarterly and yearly audits on credit card usage and these are performed by both internal and external auditors. Any findings are reported to the individual, their supervisor and the CFO for appropriate action. In addition all credit card transactions require supervisor approval in the Agency's expense management system.
- d. There have been nil instances of credit card misuse in the Agency since Supplementary Budget Estimates in November 2013.
- e. Prevention of corporate credit card misuse is managed through a combination of procedures and comprehensive system controls. These include:
 - All credit card holders are required to acknowledge that they have read and understood the Chief Executive's Instructions and Practical Guide that addresses credit card use within the Agency; and
 - Various transactional audits are completed and reported to the Agency CFO on a monthly basis.