

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Environment portfolio

Question No: 264
Hearing: Supplementary Budget Estimates
Outcome: Corporate
Programme: Corporate Strategies Division
Topic: PORTFOLIO WIDE - CREDIT CARDS
Hansard Page: N/A
Question Date: 29 October 2014
Question Type: Written

Senator Ludwig asked:

Since Budget Estimates in June, 2014, provide a breakdown of any changes to employment classifications that have access to a corporate credit card.

- a. Have there been any changes to action taken in the event that the corporate credit card is misused?
- b. Have there been any changes to how corporate credit card use is monitored?
- c. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
- d. 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. Have 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:

Department of the Environment:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Secretary	1	1
Senior Executive Service Band 3	3	4
Senior Executive Service Band 2	14	11
Senior Executive Service Band 1	47	45
Executive Level 2	149	131
Executive Level 1	129	125
Australian Public Service Level 6	79	87
Australian Public Service Level 5	44	39
Australian Public Service Level 4	24	29
Australian Public Service Level 3	9	10
Total	499	482

- a. No.
- b. No.

c. Yes.

d. 14 instances of misuse were detected.

An APS 6 officer inadvertently used their corporate credit card for a personal purchase (\$52.60). The officer has reimbursed the Department.

An SES 1 officer on official international travel charged meals and incidentals to their corporate credit card for which an advance had been paid (\$167.93). The officer has reimbursed the Department.

An APS 6 officer on official international travel twice charged meals and incidentals to their corporate credit card for which an advance had been paid (\$73.11). The officer has reimbursed the Department.

An APS 5 officer inadvertently used their corporate credit card for a personal purchase (\$60). The officer has reimbursed the Department.

An APS 6 officer inadvertently used their corporate credit card for a personal purchase (\$71.88). The officer has reimbursed the Department.

An APS 5 officer inadvertently used their corporate credit card for a personal purchase (\$11.99). The officer has reimbursed the Department.

An APS 5 officer inadvertently used their corporate credit card for a personal purchase (\$97.84). The officer has reimbursed the Department.

An APS 5 officer inadvertently used their corporate credit card for a personal purchase (\$46.49). A tax invoice was raised to recover funds and the officer has reimbursed the Department.

An APS 5 officer inadvertently used their corporate credit card for a personal purchase (\$10.07). The officer has reimbursed the Department.

An EL 2 officer inadvertently used their corporate credit card for taxi travel not for the benefit of the Department (\$31.36). The officer has reimbursed the Department.

An EL 2 officer inadvertently used their corporate credit card for a personal purchase (\$55.78). The officer has reimbursed the Department.

An APS 4 officer inadvertently used a corporate Cabcharge eTicket for personal travel (\$58.80). The officer has reimbursed the Department.

An APS 3 officer inadvertently used a corporate Cabcharge eTicket for personal travel (\$200.00). The officer has reimbursed the Department.

An APS 5 officer used a corporate Cabcharge eTicket for personal travel (\$69.60). A tax invoice was raised to recover funds.

e. No.

f. No.

Director of National Parks:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Director of National Parks	1	1
Senior Executive Service Band 1	3	3
Executive Level 2	12	12
Executive Level 1	19	22
Australian Public Service Level 6	21	19
Australian Public Service Level 5	15	13
Australian Public Service Level 4	22	20
Australian Public Service Level 3	6	6
Total	99	96

- a. No.
- b. No.
- c. Yes.
- d. Three officers, an SES Band 1, an EL 2 and an APS 6, inadvertently used their corporate credit card for private purchases. The expenditure was immediately reported and repaid.
- e. No.
- f. Not Applicable.

Bureau of Meteorology:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Director of Meteorology	1	1
Senior Executive Service Band 3	0	1
Senior Executive Service Band 2	1	0
Senior Executive Service Band 1	1	1
Executive Level 2	8	9
Executive Level 1	39	35
Australian Public Service Level 6	76	74
Australian Public Service Level 5	71	73
Australian Public Service Level 4	10	11
Australian Public Service Level 3	25	22
Australian Public Service Level 2	1	1
Total	233	228

- a. No.
- b. No.
- c. Yes.

d. Three officers, an EL 1 and two APS 6, were detected misusing their corporate credit card. All three incidents have been reviewed and closed, with monies owing being repaid to the Bureau.

e. No.

f. Not Applicable.

Clean Energy Regulator:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Chief Executive Officer	1	1
Senior Executive Service Band 2	4	3
Senior Executive Service Band 1	8	7
Executive Level 2	23	29
Executive Level 1	40	39
Australian Public Service Level 6	23	26
Australian Public Service Level 5	17	17
Australian Public Service Level 4	14	14
Total	130	136

a. No.

b. No.

c. No.

d. Not applicable.

e. No.

f. Not Applicable.

Climate Change Authority:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Chief Executive Officer	1	1
Senior Executive Service Band 1	2	1
Executive Level 2	3	2
Executive Level 1	5	2
Australian Public Service Level 6	3	2
Australian Public Service Level 5	4	3
Total	18	11

a. No.

b. No.

c. No.

d. Not applicable.

e. No.

f. Not Applicable.

Great Barrier Reef Marine Park Authority:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Chief Executive Officer	1	1
Senior Executive Service	3	3
Executive Level 2	14	11
Executive Level 1	17	20
Australian Public Service Level 6	13	16
Australian Public Service Level 5	12	13
Australian Public Service Level 4	5	3
Australian Public Service Level 3	6	6
Australian Public Service Level 2	1	1
Total	72	74

- a. No.
- b. No.
- c. No.
- d. Not applicable.
- e. No.
- f. Not Applicable.

Murray-Darling Basin Authority:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Chief Executive Officer	1	1
Senior Executive Service Band 2	4	4
Senior Executive Service Band 1	7	7
Executive Level 2	41	41
Executive Level 1	28	28
Australian Public Service Level 6	19	19
Australian Public Service Level 5	13	13
Australian Public Service Level 4	6	6
Total	119	119

- a. No.
- b. No.
- c. Yes.
- d. An APS6 officer's credit card was stolen and misused by the perpetrator. The Authority reported the incident to authorities and is liaising with relevant parties to recover the funds.
- e. Yes. Cardholders have been reminded of their obligations to keep their corporate card in safe custody at all times.
- f. Not Applicable.

National Water Commission:

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
A/g Chief Executive Officer	1	1
Senior Executive Service Band 1	2	1
Executive Level 2	5	4
Executive Level 1	3	1
Australian Public Service Level 6	4	3
Australian Public Service Level 4	2	1
Total	17	11

- a. No.
- b. No.
- c. No.
- d. Not applicable.
- e. No.
- f. Not Applicable.

Sydney Harbour Federation Trust (the Trust)

The number of cardholders by classification is set out in the following table:

Cardholders	Cards at June Estimates	Current cards
Holder of Public Office	1	1
Senior Executive Service Officers	0	1
Executive Level 2 (equivalent)	2	2
Australian Public Service Level 6	0	1
Australian Public Service Level 5	0	1
Australian Public Service Level 4	0	2
Total	3	8

- a. No.
- b. No.
- c. No.
- d. Not applicable.
- e. No.
- f. Not Applicable.