

**Senate Standing Committee on Economics**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

26 February 2014

**Question: AET 111-112**

**Topic: Credit Cards**

**Written: 5 March 2014**

**Senator LUDWIG asked:**

111. Provide a breakdown for each employment classification that has a corporate credit card.

112. 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:**

*The following response covers the Treasury portfolio, inclusive of the following portfolio agencies:*

*Australian Accounting Standards Board; Australian Bureau of Statistics, Australian Competition and Consumer Commission; Australian Charities and Not-for-profits Commission, Australian Office of Financial Management; Australian Prudential Regulation Authority; Australian Securities and Investment Commission; Australian Taxation Office; Corporations and Market Advisory Committee; Commonwealth Grants Commission; Inspector-General of Taxation; National Competition Council; Productivity Commission; Royal Australian Mint; Superannuation Complaints Tribunal and the Takeovers Panel.*

111. Eligible staff holding a corporate credit card range from APS1 to Senior Executive Levels.

112.

- a. Action is taken in accordance with agency credit card guidelines and employees may be subject to action under the APS Values and Code of Conduct. In cases of accidental misuse of personal expenditure staff are required to immediately reimburse the agency. Where it is appropriate, the misuse may be referred to the Australian Federal Police.
- b. Credit card use is monitored through the monthly acquittal and reconciliation of transactions.
- c. Refer to AET 112 a.
- d. For the period 26 November 2013 to 5 March 2014, there has been 15 instances where credit cards have been misused. Instances of misuse occurred at levels below Senior Executive.

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- e. All cardholders must read and sign a credit card agreement. Internal guidelines are provided outlining the appropriate use of Commonwealth credit cards as well as monthly acquittal processes.