

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2014-15**

Finance Portfolio

**Department/Agency:** All  
**Outcome/Program:** General  
**Topic:** Credit cards

**Senator:** Ludwig  
**Question reference number:** F195  
**Type of question:** Written  
**Date set by the committee for the return of answer:** Friday, 11 July 2014

**Number of pages:** 3

**Question:**

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 Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken.
  - e) What action is taken to prevent corporate credit card misuse?

**Answer:**

Department/ Agency	Response
Finance	<p>1. As at 31 May 2014:</p> <ul style="list-style-type: none"> <li>• 45 APS staff;</li> <li>• 88 EL staff; and</li> <li>• 74 SES staff.</li> </ul> <p>2. a) - c) No changes since Additional Budget Estimates, February 2012. Refer to the response to Question F111.</p> <p>d) Since Additional Estimates in February 2014 there have been two inadvertent breaches of the Credit Card Chief Executive Instruction:</p> <ul style="list-style-type: none"> <li>• 1 x APS officer; and</li> <li>• 1 x SES officer.</li> </ul> <p>In both instances, employees identified the accidental misuse, had the charge immediately reversed at the point of sale and reported it to their manager. Both employees concerned were reminded of their responsibilities as a credit card holder under the Chief Executive Instructions and Operational Guidelines.</p> <p>e) No changes since Additional Budget Estimates, February 2012. Refer to the response to Question F111.</p>

Department/ Agency	Response									
Australian Electoral Commission	<p>For the period 25 February to 31 May 2014:</p> <p>1. 507 active credit cards:</p> <ul style="list-style-type: none"> <li>• 411 APS staff.</li> <li>• 79 EL staff.</li> <li>• 17 SES staff.</li> </ul> <p>2.</p> <p>a) – c) No update since Supplementary Budget Estimates November 2013. Refer F114.</p> <p>d)</p> <table border="1" data-bbox="459 544 1406 887"> <thead> <tr> <th data-bbox="459 544 762 611">Staff classification</th> <th data-bbox="762 544 1010 611">Details of credit card misuse</th> <th data-bbox="1010 544 1406 611">Action taken</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 611 762 748">Permanent employee NSW State Office Classification: APS 5</td> <td data-bbox="762 611 1010 748">Accidental use of credit card for personal purposes</td> <td data-bbox="1010 611 1406 748"><b>No cash loss to the AEC</b> as the staff member immediately repaid the amount once it was identified.</td> </tr> <tr> <td data-bbox="459 748 762 887">Permanent employee NSW State Office Classification: APS 5</td> <td data-bbox="762 748 1010 887">Accidental use of credit card for personal purposes</td> <td data-bbox="1010 748 1406 887"><b>No cash loss to the AEC</b> as the staff member immediately repaid the amount once it was identified.</td> </tr> </tbody> </table> <p>e) No update since Supplementary Budget Estimates November 2013, refer F114.</p>	Staff classification	Details of credit card misuse	Action taken	Permanent employee NSW State Office Classification: APS 5	Accidental use of credit card for personal purposes	<b>No cash loss to the AEC</b> as the staff member immediately repaid the amount once it was identified.	Permanent employee NSW State Office Classification: APS 5	Accidental use of credit card for personal purposes	<b>No cash loss to the AEC</b> as the staff member immediately repaid the amount once it was identified.
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ComSuper	<p>1. As at 19 June ComSuper had 30 credit cardholders, held by the following classification of staff:</p> <ul style="list-style-type: none"> <li>• 15 APS Level staff.</li> <li>• 9 Executive Level staff.</li> <li>• 6 SES officers.</li> </ul> <p>2. Please refer to the response to question F112 part 2, a) to e) from the Additional Estimates hearings.</p>									
Commonwealth Superannuation Corporation	<p>1.</p> <ul style="list-style-type: none"> <li>• 1x Analyst.</li> <li>• 1x Chief Executive Officer.</li> <li>• 1x Chief Investment Officer.</li> <li>• 2x Corporate Administrator.</li> <li>• 1x Corporate Secretary.</li> <li>• 1x Financial Planner.</li> <li>• 3x General Manager.</li> <li>• 2x Manager.</li> <li>• 3x Member Education Consultant.</li> <li>• 2x Senior Analyst.</li> <li>• 2x Senior Executive.</li> <li>• 7x Senior Manager.</li> </ul> <p>2.</p> <p>a) If a corporate credit card is misused, the individual, senior manager and CEO would immediately be advised. Immediate steps would be taken to investigate the misuse, correct the action (repay if in error, or more serious consequences (disciplinary steps) if deliberate).</p> <p>b) Corporate credit card use is monitored by CSC Business Services team, reviewing monthly credit card statements of all credit card holders and overseen by Senior Executive HR &amp; Business Services, including cross checking against travel, trips, training etc. Any unusual items would be further investigated. The CEO also reviews monthly credit card statement summaries of his direct reports</p>									

<b>Department/ Agency</b>	<b>Response</b>
	<p>(senior management team).</p> <p>c) As in a) above.</p> <p>d) 2 Instances of inadvertent misuse of credit card by mistakenly using the card for personal expenses of minor amounts. The cardholder was spoken to by their manager, reminded of credit card policy and advised of the consequences of further misuse and the amounts were refunded immediately.</p> <p>e) As in a) and c) above.</p>
<p>Future Fund Management Agency</p>	<p>1. As at 31 May 2014, there were 98 active credit cards:</p> <ul style="list-style-type: none"> <li>• FFMA1 – 12.</li> <li>• FFMA2 – 14.</li> <li>• FFMA3 – 16.</li> <li>• FFMA4 – 23.</li> <li>• FFMA5 – 19.</li> <li>• FFMA6 – 9.</li> <li>• FFMA7 – 5.</li> </ul> <p>2.</p> <p>a) The Managing Director of the FFMA will determine appropriate action, in accordance with internal policies and procedures.</p> <p>b) All statements require approval of the relevant manager of the card user and are reviewed by the CFO each month.</p> <p>c) The CFO investigates any questionable credit card transactions and reports to the Managing Director all significant breaches.</p> <p>d) No.</p> <p>e) All staff are provided with the relevant Chief Executive Instruction on the use of credit cards when they commence employment. All staff are required to sign off annually that they have complied with the Agency's policies, including the use of credit cards.</p>