

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL ESTIMATES 2012-2013**

**Finance and Deregulation Portfolio**

**Department/Agency: Department of Finance and Deregulation**

**Outcome/Program: General**

**Topic: Credit Cards**

**Senator: Ryan**

**Question reference number: F91**

**Type of question: Written**

**Date set by the committee for the return of answer: Tuesday, 2 April 2013**

**Number of pages: 2**

**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? 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. 210 active credit cards:
  - 42 APS staff
  - 80 EL staff
  - 88 SES staff
2.
  - a) – c) No update since Additional Budget Estimates February 2012. Refer to the response to F111.
  - d) Two inadvertent breaches of credit card Chief Executive Instructions and Operational Guidelines totalling \$360 by an EL staff member and \$99 by an SES staff member have been reported in the Department's Certificate of Compliance process for 2012-13. The \$360 amount was reversed immediately at the point of sale when the staff member realised the accidental misuse and the \$99 amount was repaid to the

Department when that staff member identified the issue and reported to their manager. Both employees concerned were reminded of their responsibilities as a credit card holder under the Chief Executive Instructions and Operational Guidelines.

e) Refer to the response to F111 asked at the February 2012 Additional Budget Estimates.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL ESTIMATES 2012-2013**

Finance and Deregulation Portfolio

**Department/Agency:** Australian Electoral Commission

**Outcome/Program:** General

**Topic:** Credit cards

**Senator:** Ryan

**Question reference number:** F91

**Type of question:** Written

**Date set by the committee for the return of answer:** Tuesday, 2 April 2013

**Number of pages:** 1

**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? 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. The AEC has 512 active credit cards:
  - 418 APS staff
  - 76 EL staff
  - 18 SES staff
2. a) – c) & e). No changes since Supplementary Budget Estimates October 2012.
 

d) Since Supplementary Budget Estimates October 2012 the following misuses were identified:

Date	Staff classification	Details of credit card misuse	Action taken
Aug 2012	Non-ongoing staff member NSW State Office	Credit card accidentally used by staff member.	<b>No cash loss to the AEC</b> as the staff member is repaying the amount.
Sep 2012	Permanent employee Qld State Office Classification: APS 5	Card used when personal card could not be used at accommodation. Travel was approved prior to it being taken.	<b>No cash loss to the AEC</b> as the staff member is repaying the amount. Matter being investigated.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL ESTIMATES 2012-2013**

**Finance and Deregulation Portfolio**

**Department/Agency:** ComSuper  
**Outcome/Program:**  
**Topic:** Credit cards

**Senator:** Ryan  
**Question reference number:** F91  
**Type of question:** Written  
**Date set by the committee for the return of answer:** Tuesday, 2 April 2013

**Number of pages:** 1

**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? 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. ComSuper has 32 credit cardholders, held by the following classification of staff:
  - 15 APS level staff
  - 11 Executive Level staff
  - 6 SES officers.
2. No changes since Supplementary Budget Estimates October 2012

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL ESTIMATES 2012-2013**

**Finance and Deregulation Portfolio**

**Department/Agency: Commonwealth Superannuation Corporation**

**Outcome/Program:**

**Topic:** Credit cards

**Senator: Ryan**

**Question reference number: F91**

**Type of question:** Written

**Date set by the committee for the return of answer:** Tuesday, 2 April 2013

**Number of pages: 1**

**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? 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. 23 credit cards
  - Chief Executive Officer x1
  - Chief Investment Officer x1
  - General Manager x1
  - Senior Executives x 4
  - Senior Portfolio Managers x10
  - Manager x1
  - Analyst x1
  - Member Education Consultant x1
  - Corporate Administrators x2
  - Assistant Secretary x1
2. No changes since Supplementary Budget Estimates October 2012

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL ESTIMATES 2012-2013**

Finance and Deregulation Portfolio

**Department/Agency:** Future Fund Management Agency

**Outcome/Program:**

**Topic:** Credit Cards

**Senator:** Ryan

**Question reference number:** F91

**Type of question:** Written

**Date set by the committee for the return of answer:** Tuesday, 2 April 2013

**Number of pages:** 1

**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? 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. 88 active credit cards:
  - 3 FFMA 2
  - 28 FFMA 3
  - 53 FFMA 4
  - 3 FFMA 5
  - 1 FFMA 6
2. No changes since Supplementary Budget Estimates October 2012.