

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

Question No: 221
Hearing: Budget Estimates
Outcome: Corporate
Programme: Corporate Strategies Division
Topic: PORTFOLIO WIDE – CREDIT CARDS
Hansard Page: N/A
Question Date: 26 May 2014
Question Type: Written

Senator Ludwig asked:

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

Answers:

- a) Costs are recovered, and all incidents are investigated, recorded in a corporate register and reported in the annual Certificate of Compliance report. Any non-compliance is reported to the Secretary and Executive Board via the Departmental Audit Committee and divisional management. Any individuals involved are counselled on the appropriate use of corporate credit cards and credit vouchers. Depending on the nature of the incident, corporate card services may be withdrawn and the matter may be referred to the internal section responsible for professional standards.
- b) Corporate credit card monthly statements are managed and monitored through the Department's Expense Management System. Once the statement is reconciled, the reconciliation, with receipts, is workflowed to an independent officer for certification. The cardholder's supervisor is also required to monitor usage of the card by their staff and report all instances where corporate card use has not been consistent with policy requirements.
- c) If an incidence of corporate card misuse is identified it is referred to the appropriate manager for investigation and action as per policy and procedures. The manager is responsible for ensuring all adopted recommendations are enacted; refer to response to question (a).

Department of the Environment:

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

Department Cardholders	Cards
Secretary	1
Senior Executive Service Band 3	3
Senior Executive Service Band 2	14
Senior Executive Service Band 1	47
Executive Level 2	149
Executive Level 1	129
Australian Public Service Level 6	79
Australian Public Service Level 5	44
Australian Public Service Level 4	24
Australian Public Service Level 3	9
Total	499

With the exception of the details below there have been no changes to the information since February 2014.

d) Yes. There have been 3 instances:

- An EL2 officer inadvertently used the work credit card to 'hold' accommodation for a work trip but the company charged the card at the time of booking. The officer's personal card should have been utilised as travelling allowance was being paid to the travelling officers. The company refunded the Department.
- An SES officer incorrectly used the card to pay for an item of a personal nature. A tax invoice was raised to recover funds and the officer has reimbursed the Department.
- An EL2 officer inadvertently used the work credit card to pay for five personal transactions over a three week period. A tax invoice was raised to recover funds and the officer has reimbursed the Department.

e) See responses for a), b) and c)

Director of National Parks (the Director)

Director Cardholders	Cards
Director of National Parks	1
Senior Executive Service Band 1	3
Executive Level 2	12
Executive Level 1	19
Australian Public Service Level 6	21
Australian Public Service Level 5	15
Australian Public Service Level 4	22
Australian Public Service Level 3	6
Total	99

a) to e) No changes since response provided to this question from the Supplementary Budget Estimates, November 2013.

Bureau of Meteorology (the Bureau)

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

Bureau Cardholders	Cards
Director of Meteorology	1
Senior Executive Service Band 2	1
Senior Executive Service Band 1	1
Executive Level 2	8
Executive Level 1	39
Australian Public Service Level 6	76
Australian Public Service Level 5	71
Australian Public Service Level 4	10
Australian Public Service Level 3	25
Australian Public Service Level 2	1
Total	233

a) to e) No changes since response provided to this question from the Supplementary Budget Estimates, November 2013, except for:

- An APS 6 officer misusing his card was detected in the 1 February 2014 – 30 April 2014 period. The matter is currently being investigated.

Clean Energy Regulator (the Regulator)

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

Regulator Cardholders	Cards
Chief Executive Officer	1
Senior Executive Service Band 2	4
Senior Executive Service Band 1	8
Executive Level 2	23
Executive Level 1	40
Australian Public Service Level 6	23
Australian Public Service Level 5	17
Australian Public Service Level 4	14
Total	130

No changes since response provided to this question from the Supplementary Budget Estimates, November 2013.

Climate Change Authority (the Authority)

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

Authority Cardholders	Cards
Chief Executive Officer	1
Senior Executive Service Band 1	2
Executive Level 2	3
Executive Level 1	5
Australian Public Service Level 6	3
Australian Public Service Level 5	4
Total	18

a) to e) No changes since response provided to this question from the Supplementary Budget Estimates, November 2013.

Great Barrier Reef Marine Park Authority (the Authority)

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

Authority Cardholders	Cards
Chief Executive Officer	1
Senior Executive Service	3
Executive Level 2	14
Executive Level 1	17
Australian Public Service Level 6	13
Australian Public Service Level 5	12
Australian Public Service Level 4	5
Australian Public Service Level 3	6
Australian Public Service Level 2	1
Total	72

a) to e) No changes since response provided to this question from the Supplementary Budget Estimates, November 2013.

Murray-Darling Basin Authority (the Authority)

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

Authority Cardholders	Cards
Chief Executive Officer	1
Senior Executive Service Band 2	4
Senior Executive Service Band 1	7
Executive Level 2	41
Executive Level 1	28
Australian Public Service Level 6	19
Australian Public Service Level 5	13
Australian Public Service Level 4	6
Total	119

a) to e) No changes since response provided to this question from the Supplementary Budget Estimates, November 2013.

National Water Commission (the Commission)

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

Commission Cardholders	Cards
A/g Chief Executive Officer	1
Senior Executive Service Band 1	2
Executive Level 2	5
Executive Level 1	3
Australian Public Service Level 6	1
Australian Public Service Level 5	3
Australian Public Service Level 4	2
Total	17

a) to e) No changes since response provided to this question from the Supplementary Budget Estimates, November 2013.

Sydney Harbour Federation Trust (the Trust)

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

Trust Cardholders	Cards
Holder of Public Office	1
Executive Level 2 equivalent	2
Total	3

a) to e) No changes since response provided to this question from the Supplementary Budget Estimates, November 2013.