

**Senate Standing Committee on Environment and Communications**

**Answers to Senate Estimates Questions on Notice**

**Budget Estimates May 2017**

**Communications Portfolio**

**The Australian Communications and Media Authority**

**Question No: 33(d)**

**The Australian Communications and Media Authority**

**Hansard Ref: Written, 02/06/20217**

**Topic: Credit Cards**

**Senator Bilyk, Catryna asked:**

How many credit cards are currently on issue for staff in the Department and agencies within the portfolio? If possible, please provide a break-down of this information by APS/ SES level.

- (a) What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
- (b) How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
- (c) How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
- (d) What was the largest amount outstanding on a single card at the end of a payment period in calendar year 2016 and what was the card holder's APS/ SES level?
- (e) How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
- (f) How many credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis in calendar year 2016 and what was the total value thereof? Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
- (g) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid in calendar year 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
- (h) Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
- (i) Can a copy of the Department's staff credit card policy please be provided?

**Answer:**

The Australian Communications and Media Authority (ACMA) currently has 71 credit cards issued to staff. Of the cards issued, two are to Statutory Office Holders, eight to Senior Executive Service (SES) level staff and the remaining 61 are issued to Australian Public Service (APS) level staff.

The Office of the Children's eSafety Commissioner (OCeSC) currently has eight credit cards issued to staff. Of these, one is to a Statutory Officer Holder, one is to an SES level officer and the remaining six are issued to APS level staff.

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- (a) ACMA's largest reported purchase for 2016 was \$9798.80 for Sharepoint Software (information technology [IT])

The Office of the Children's eSafety Commissioner's (OCeSC's) largest reported credit purchase for 2016 was \$4,792.97 for IT equipment

- (b) ACMA – no interest paid

OCeSC – no interest paid

- (c) ACMA – no late fees

OCeSC – no late fees

- (d) The largest amount not acquitted at the end of a payment period in 2016 for ACMA was \$5,550.00. This cardholder was an APS employee.

The largest amount not acquitted at the end of a payment period in 2016 for OCeSC was \$4,615.71. This cardholder was a Statutory Office Holder.

- (e) The ACMA had two credit cards reported lost/stolen in 2016. The OCeSC had two credit cards reported lost/stolen in 2016.

There was no cost to replace the cards.

- (f) In the 2016 calendar year, there were three reported cases of misuse on the ACMA's credit card account. The total of the three transactions was \$65.86 and all amounts have been repaid to the ACMA. All transactions reported as misuse are requested to be paid back to the ACMA.

There were no reported cases of misuse on OCeSC's credit card account in the 2016 calendar year.

- (g) The largest reported misuse on an ACMA payment card was \$30.41 and the cardholder was an APS employee. This amount was paid back within 14 days of the misuse occurring.

OCeSC — N/A

- (h) There are no ACMA or OCeSC's credit cards associated with any reward schemes.

- (i) See attachment A and B

# Australian Government Payment Card (AGPC) and Credit Vouchers

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**Authorising officer**

Chair  
Australian Communications and Media  
Authority

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**Contact officer**

Manager - Finance, Budgets and  
Revenue Assurance

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# 1 Introduction

## 1.1 About this Management Instruction

- 1.1.1. This Management Instruction is issued under section 20A of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and sets out instruction to all ACMA employees for the use of Commonwealth credit cards and credit vouchers.
- 1.1.2. The intent of this Instruction is to ensure the ACMA complies with the financial management requirements of the PGPA Act.
- 1.1.3. For the purposes of this Instruction, the term 'Commonwealth credit cards' refers to the Australian Government Payment Card (AGPC) or Payment Card (PCard) issued to the ACMA or an employee of the ACMA to enable payment of goods or services on credit (with payment deferred). The term 'credit voucher' is a paper based credit card that generally comes with an attached spending limit (for example, a Cabcharge voucher).

## 1.2 Complying with this Management Instruction

- 1.2.1 This Instruction applies to all ongoing and non-ongoing ACMA employees; and Members of the Authority. This Instruction may also apply to contractors and other third parties undertaking duties on behalf of the ACMA as identified within their contract. For the purposes of this Instruction, the term 'employees' has been used to denote applicable parties.
- 1.2.1 This Instruction is considered a lawful and reasonably given management direction and employees are expected to apply this Instruction both in word and intent. Non-adherence to these Instructions may breach:
  - the *Public Service Act 1999* (specifically the APS Values, Employment Principles and Code of Conduct);
  - the employment or contract conditions for ACMA employees; and
  - *Criminal Code Act 1995*.

## 2 Statutory Requirements

### 2.1 Legislation

#### 2.1.1 Public Governance Performance and Accountability Act 2013.

Subsection 15(1) of the PGPA Act requires Commonwealth entities to govern themselves in a way that promotes:

- the proper use and management of public resources;
- the achievement of the purposes of the entity; and
- the financial sustainability of the entity.

Under Section 56 of the Act, the Minister for Finance can enter into a limited range of borrowing agreements. This includes entering into an agreement for the issue to, and use by, the Commonwealth of credit cards or credit vouchers, provided that the agreement requires the money borrowed to be repaid within 90 days. The Finance Minister has delegated this power to all accountable authorities of non-corporate Commonwealth entities.

#### 2.1.2 *Public Service Act 1999*

Section 13 of the *Public Service Act 1999* outlines the APS Code of Conduct. Where an employee does not act in accordance with the Code of Conduct, sanctions may be imposed on the employee under section 15 of the Act.

#### 2.1.5 *Criminal Code Act 1995*

Chapter 7 of the *Criminal Code Act 1995* outlines a range of offences relating to the proper administration of Government – including offences that relate to theft, fraudulent conduct, providing false or misleading statements, forgery and bribery.

### 2.2 Other Guidance

2.2.1 This Instruction must be read in conjunction with the ACMA's [Schedule of Delegations](#).

2.2.2 For further information, please refer to the [Australian Government Payment Card Acquittal Process and Procedural Guide](#) or the [Cabcharge Procedural Guide](#). In conjunction with this Instruction, these Guides form part of the ACMA's policy in relation to the use of payment cards and credit vouchers. As such, employees must comply with these Guides.

## 3 Responsibilities

### 3.1 Chief Executive Officer

- 3.1.1 The Chair of the ACMA is responsible for ensuring the ACMA governs itself in a way that promotes the proper use of and management of public resources; promotes the achievement of the purposes of the ACMA; and promotes the financial sustainability of the ACMA, in accordance with S15 of the PGPA Act.
- 3.1.2 The Chair may delegate the day to day management of the operation of the ACMA, but retains overall responsibility for the ACMA's compliance to legislation and government policy requirements.

### 3.2 Chief Finance Officer

- 3.2.1 The Chief Finance Officer is responsible for the strategic oversight and coordination of financial management activities, including the arrangements relating to credit cards and credit vouchers. The Chief Finance Officer is responsible for the issuing of Australian Government Payment Cards and authorising credit limits.

### 3.3 Manager, Procurement and Systems

- 3.3.1 The Manager, Procurement and Systems is responsible for monitoring the use of Australian Government Payment Cards to ensure use of these cards complies with the Australian Government Payment Card Acquittal Process and Procedural Guide.
- 3.3.2 The Manager, Procurement and Systems is responsible for maintaining a record of all Australian Government Payment Cards issued and the approved credit limit applying to each card.

### 3.4 Agency Security Advisor

- 3.4.1 The Agency Security Advisor is responsible for monitoring the use of Commonwealth credit vouchers to ensure use of these cards complies with the Cabcharge Procedural Guide.
- 3.4.2 The Agency Security Advisor is also responsible for the issue of Cabcharge Cards and Cabcharge eTickets, the security of unallocated Cabcharge eTickets and the maintenance of a register of all cards and eTickets.

### 3.5 All employees, contractors and third parties

- 3.5.1 Employees must not use an Australian Government Payment Card or credit voucher unless they have been authorised to do so and the proposed expenditure is available and within their delegation.
- 3.5.2 When using an Australian Government Payment Card or credit voucher, employees must comply with the ACMA's [Australian Government Payment Card Acquittal Process and Procedural Guide](#) and the [Cabcharge Procedural Guide](#).

- 3.5.3 Employees must ensure that use of an Australian Government Payment card or credit voucher meets the requirements of the Management Instruction on Approval and Commitment of Public Money.
- 3.5.4 Employees must not use an Australian Government Payment card or card number for private expenditure.
- 3.5.5 Employees must ensure that any Australian Government Payment Card and credit voucher that is issued are stored safely and securely. Employees must report any incidents or misuse, suspected misuse or loss of an Australian Government Payment Card or credit voucher to the Agency Security Advisor.
- 3.5.6 Employees must maintain accurate and current records related to the use of the Australian Government Payment Card and retain appropriate receipts when using a credit voucher.
- 3.5.7 Employees must comply with provisions relating to the return of an Australian Government Payment Card.
- 3.5.8 In addition to the requirements set out in this Instruction, employees must follow any other lawful and reasonable direction issued by the Chair of the ACMA or the Chief Finance Officer in relation to the issue and use of Australian Government Payment Cards and credit vouchers.



## 4 Australian Government Payment Cards and Credit Vouchers

### 4.1 General Instructions on Australian Government Payment Cards and Credit Vouchers

- 4.1.1 An Australian Government Payment card or credit voucher must only be used by an authorised person. Authorisation will be provided to a permanent employee of the ACMA; or a Member of the Authority only. Contracted employees, consultants and other third parties must not use an Australian Government Payment Card or credit vouchers. An Australian Government Payment Card or credit voucher must only be used by the person to whom it was issued. **Employees must not use an Australian Government Payment Card or credit voucher unless they have been authorised to do so; and the proposed expenditure is available and within their delegation. Employees must comply with the ACMA's [Australian Government Payment Card Acquittal Process and Procedural Guide](#) and the [Cabcharge Procedural Guide](#).**
- 4.1.2 Employees may only use an Australian Government Payment Card or card number to obtain cash, goods or services for the ACMA. Prior to using an Australian Government Payment Card or credit voucher, employees should consider whether it would be the most cost-effective payment option in the circumstances. **Employees must ensure that use of an Australian Government Payment Card or credit voucher meets the requirements of the Management Instruction on Approval and Commitment of Public Money. Employees must not use an Australian Government Payment Card or card number for private expenditure.**
- 4.1.3 Employees and Members may use taxis when travelling on official business or for other authorised purposes where this is the most cost effective and convenient method of travel. Where an employee has not been issued with an Australian Government Payment Card, the preferred method of payment for taxi fares is a Cabcharge Voucher. Cash or other payment methods should only be used in exceptional circumstances, where an employee is unable to pay with a Cabcharge Card, Cabcharge eTicket or Australian Government Payment Card.
- 4.1.4 **Employees must ensure that any Australian Government Payment Card and credit vouchers they are issued are stored safely and securely. Employees must report any incidents or misuse, suspected misuse or loss of an Australian Government Payment Card or credit voucher to the Agency Security Advisor.**
- 4.1.5 Audits of Australian Government Payment Cards and credit vouchers will be conducted periodically to ensure compliance with the PGPA Act and Instructions. **Employees must maintain accurate and current records related to the use of the Australian Government Payment Card and retain appropriate receipts when using a credit voucher.**

- 4.1.6 Australian Government Payment Cards must be returned to the Manager, Procurement and Systems Section for destruction and/or cancellation if a cardholder:
- No longer requires the card;
  - Ceases to be employed by the ACMA;
  - Is transferred or promoted to a position in which the use of the card is no longer required; or
  - Is instructed by their Manager or Chief Finance Officer to return the card.
- 4.1.7 Australian Government Payment Cards must be returned to the Manager, Procurement and Systems Section for safe keeping if a cardholder is on long term leave for a period greater than one month. **Employees must comply with provisions relating to the return of Australian Government Payment Cards.**

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