

**Senate Standing Committee on Environment and Communications**

**Answers to Senate Estimates Questions on Notice**

**Supplementary Budget Hearings November 2014**

**Communications Portfolio**

**Telecommunications Universal Service Management Agency**

**Question No: 264**

**Program No. TUSMA**

**Hansard Ref: In Writing**

**Topic: Credit cards**

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

**Answer:**

1. Number of staff and classification in the agency holding a corporate credit card as at 30 October 2014 are as follows:

CEO	1
EL2	2
EL1	1
<b>Grand Total</b>	<b>4</b>

2. No.
3. There is an agreed program of monthly, quarterly and yearly audits on credit card usage and there are performed by both internal and external auditors. Any findings are reported to the individual, their supervisor, CFO and CEO for appropriate action. In addition all credit card transactions require supervisor approval.
4. No.
5. Not applicable.
6. Prevention of corporate credit card misuse is managed through a combination of procedures and system controls. These include:
  - All credit card holders are required to acknowledge that they have read and understood the Accountable Authority Instructions and Practical Guides that addresses credit card use within the Agency; and

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- Various transactional audits are completed and reported to the Agency CFO on a monthly basis.
7. Not applicable.