

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL ESTIMATES 2015-16**

Finance Portfolio  
9 February 2016

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

**Senator:** Ludwig  
**Question reference number:** F63  
**Type of question:** Written  
**Date set by the committee for the return of answer:** Friday, 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September 2015:

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:
  - a) Please list staff classification and what the misuse was, and the action taken.
  - b) Have there been any changes to what action is taken to prevent corporate credit card misuse?
5. How many credit cards are available to the Minister or their office? If so:
  - a) Please list by classification.
  - b) Has there been any misuse of credit cards by the Minister or their office?
  - c) 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:**

For the period 14 September 2015 to 9 February 2016:

<b>Department/ Agency</b>	<b>Response</b>
Finance	<ol style="list-style-type: none"> <li>1. Nil.</li> <li>2. – 3. No.</li> <li>4. <ol style="list-style-type: none"> <li>a) There were five inadvertent breaches of credit card Accountable Authority Instructions and Operational Guidelines (the Guidelines), with three APS and two Executive Level officers inadvertently</li> </ol> </li> </ol>

<b>Department/ Agency</b>	<b>Response</b>
	<p>purchasing items with their corporate credit cards. In all instances, the employees concerned identified the accidental misuse. An invoice was raised to recover the amounts and they were reminded of their responsibilities as a credit card holder under the Guidelines.</p> <p>b) No. 5. Nil.</p>
Australian Electoral Commission	<p>1. Nil. 2. No. 3. An additional audit of purchasing types has been implemented on a quarterly basis targeting specific merchant types. 4. No. 5. N/A.</p>
Commonwealth Superannuation Corporation	<p>1. Nil. 2. – 4. No. 5. N/A.</p>
Future Fund Management Agency	<p>1. Nil. 2. – 4. No. 5. N/A.</p>