

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014-15

Finance Portfolio

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

Senator: Ludwig
Question reference number: F71
Type of question: Written
Date set by the committee for the return of answer: Wednesday, 31 December 2014

Number of pages: 3

Question:

Since Budget Estimates in May 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:
 - a) Please list staff classification and what the misuse was, and the action taken.
5. Have there been any changes to what action is taken to prevent corporate credit card misuse?
6. How many credit cards are available to the Minister or their office?
 - a) If so, 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:

Department/ Agency	Response
Finance	<p>1. As at 31 October 2014:</p> <ul style="list-style-type: none">• APS staff - 5 additional cards issued (Total 50)• EL staff - 1 less card (Total 87)• SES staff - 4 less cards (Total 70) <p>2 - 3. No.</p>

Department/ Agency	Response						
	<p>4. There have been three inadvertent breaches of credit card Accountable Authority Instructions and Operational Guideline:</p> <ul style="list-style-type: none"> • 1x EL1 officer accidentally purchased an item with corporate card; • 1 x APS 6 officer, accidentally purchased an item with corporate card; and • 1 x APS5 officer, accidentally used corporate card for purchase at retail store. <p>In all instances employees identified the accidental misuse, two of the charges were reversed at the point of sale and reported to their manager, in the other instance an invoice was raised to recover the amount.</p> <p>All employees concerned were reminded of their responsibilities as a credit card holder under the Accountable Authority Instructions and Operational Guidelines.</p> <p>5. No. 6. Nil.</p>						
Australian Electoral Commission	<p>For the period 28 May to 31 October 2014:</p> <ol style="list-style-type: none"> 1. 489 active credit cards: <ul style="list-style-type: none"> • 394 APS staff • 80 EL staff • 15 SES staff 2. No. 3. No. 4. Yes. <ol style="list-style-type: none"> a) <table border="1" data-bbox="416 1220 1404 1429"> <thead> <tr> <th data-bbox="416 1220 746 1288">Staff classification</th> <th data-bbox="746 1220 1077 1288">Details of credit card misuse</th> <th data-bbox="1077 1220 1404 1288">Action Taken</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1288 746 1429">Permanent employee NSW State Office Classification: APSL3</td> <td data-bbox="746 1288 1077 1429">Accidental use of credit card for personal purposes.</td> <td data-bbox="1077 1288 1404 1429">No cash loss to the AEC as staff member immediately repaid the amount.</td> </tr> </tbody> </table> <p>5. No. 6. Nil.</p>	Staff classification	Details of credit card misuse	Action Taken	Permanent employee NSW State Office Classification: APSL3	Accidental use of credit card for personal purposes.	No cash loss to the AEC as staff member immediately repaid the amount.
Staff classification	Details of credit card misuse	Action Taken					
Permanent employee NSW State Office Classification: APSL3	Accidental use of credit card for personal purposes.	No cash loss to the AEC as staff member immediately repaid the amount.					
ComSuper	<ol style="list-style-type: none"> 1. As at 10 November 2014, ComSuper had 30 credit cards on issue. These were held by the following classification of staff: <ul style="list-style-type: none"> • 13 APS Level staff • 11 Executive Level staff • 6 SES officers. 2. – 3. For the period 28 May to 31 October 2014, there have been no changes in ComSuper's credit card policies. 4. No. 5. For the period 28 May to 31 October 2014, there have been no changes in ComSuper's credit card policies. 6. N/A. 						
Commonwealth Superannuation Corporation	<p>For the period 28 May to 31 October 2014:</p> <ol style="list-style-type: none"> 1. N/A. 2. No. 						

Department/ Agency	Response
	3. No. 4. For the period 28 May to 31 October 2014 there was an instance of a credit card being mistakenly used for personal expenses by a General Manager. The cardholder refunded the money immediately. 5. No. 6. Nil.
Future Fund Management Agency	1. – 3. No changes since Budget Estimates in May 2014. 4. – 5. No. 6. Nil.