

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Supplementary Budget Estimates Hearings November 2013

Communications Portfolio

Australian Communications and Media Authority

Question No: 175

Program No. Australian Communications and Media Authority

Hansard Ref: In Writing

Topic: Credit cards

Senator Ludwig asked:

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. 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? List staff classification and what the misuse was, and the action taken.
 - e) What action is taken to prevent corporate credit card misuse?

Answer:

1.

APS Classification	Number of card holders
APS Level 3	1
APS Level 4	10
APS Level 5	15
APS Level 6	23
Executive Level 1	12
Executive Level 2	19
Senior Executive Level 1	9
Senior Executive Level 2	5
Total	94

2. a) Original answer: Misuse is rare, and usually is an innocent error where the card holder used the AGCC by mistake. The cardholder either pays the amount directly to the card immediately, or alerts the AGCC co-ordinator of the mistake made so that an invoice can be raised for the incorrectly charged transaction.
- b) Original answer: Monthly credit card statements are received from the service provider, which are acquitted by the cardholder within defined time limits. The acquittals are reviewed by the AGCC co-ordinator, who reports any problems or issues to the Manager – Financial Reporting. This report is, in turn, vetted by the Chief Financial Officer (CFO) and signed off with any instructions which are required to be taken, for example, further review of particular transactions.

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- c) Original answer: If misuse was discovered the matter would be referred in the first instance to the CFO for immediate action.
- d) No.
- e) The ACMA has an array of checks and balances to mitigate credit card misuse commencing with policy documents such as the Chief Executive Instructions, Management Instructions, Delegation Authorisation, Fraud Control Plan, and Risk Management. In addition to two checks by operational employees on the processing and payment of the credit card accounts. Every transaction is assessed for probity. Each credit card has a total limit of credit available, and a transaction limit to control spending on each card.

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