

**Senate Standing Committee on Environment and Communications**

**Answers to Senate Estimates Questions on Notice**

**Supplementary Budget Estimates Hearings November 2013**

**Communications Portfolio**

**NBN Co Limited**

**Question No: 233**

**Program No. NBN Co**

**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 the details of the following?
  - a) What action is taken if the corporate card is misused?
  - b) How is corporate card use monitored?
  - c) What happens if misuse of a corporate card is discovered?
  - d) Have any instances of corporate 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. Currently NBN Co has 174 active corporate card holders. Based on their work requirements, employees across all business functions may be issued with a Corporate Amex card (covering all their travel related expenses). The employee must adhere to NBN Co's Travel and Expense Reimbursement policy, the NBN Co Buying Guide and NBN Co's Credit Card policy.
2.
  - a) The individual will be contacted regarding any items in question seeking full justification for the expenditure. If the items are personal expenditure the individual is referred to the NBN Co policies highlighting that personal expenditure is the obligation of the individual and not NBN Co and the officer will not be reimbursed. The individuals divisional manager will also copied in all communications.
  - b) The Accounts Payable Manager reviews and monitors the Amex corporate card transactions monthly to ensure compliance with the three NBN Co policies referred to above.
  - c) The individual will be notified in writing and their division manager will be informed. A copy of the NBN Co policy will be sent in relation to the misuse item.
  - d) The obligation for settling NBN Co credit cards rests with the individual (i.e. the employee pays the credit card directly, not NBN Co). There have been instances of items for personal use from time to time which NBN Co has not reimbursed. The Accounts Payable Manager will notify the individual in writing as well as their divisional manager. A reminder and copy of the NBN Co internal policies is sent to the individual.
  - e) All applicants are reminded to comply with NBN Co's Travel and Expense Reimbursement policy, Credit Card policy and the NBN Co Buying Guide when joining the business and at the time of application for a credit card. These policies are easily accessed on the NBN Co intranet. Repeat offenders will have their corporate card cancelled.