

**Senate Standing Committee on Economics****ANSWERS TO QUESTIONS ON NOTICE**

Resources, Energy and Tourism Portfolio

Supplementary Budget Estimates

18 October 2012

**Question:** SR59  
**Topic:** Credit Cards  
**Proof Hansard Page:** Written

**Senator Bushby asked:**

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
  - 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?
3. For 2011-12 how many instances of corporate credit card misuse were there? List staff classification and what the misuse was, and the action taken.

**Answer:*****The Department***

1. The Department has issued corporate credit cards for the following employee classifications:

<b>Employment Classification</b>	<b>Number</b>
SEC	1
SES3	1
SES2	7
SES1	20
EL2	86
EL1	119
APS6	57
APS5	33
APS4	12
APS3	1
APS2	1
<b>Total</b>	<b>338</b>

2. There have not been any changes since the update provided at Budget Estimates 2012-13.
3. There have been 27 instances of corporate credit card misuse in 2011-12. Instances of corporate credit card misuse are at **Attachment A**.

### *Australian Renewable Energy Agency*

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The Chief Executive Officer (CEO) of the Australian Renewable Energy Agency (ARENA) has been issued with a corporate credit card. There has been no instances of misuse. Questions relating to the 2011-12 financial year are not applicable because ARENA was established on 1 July 2012.

### *Geoscience Australia*

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1. Breakdown for each employment classification with a corporate credit card:

<b>Employment Classification</b>	<b>Number</b>
EL2	5
EL1	24
APS6	17
APS5	16
APS4	3
<b>Total</b>	<b>65</b>

2. There have not been any changes since the update provided at Budget Estimates 2012-13.
3. There was one instance where a corporate credit card was misused by an EL1 officer of \$71.96 for personal goods. The staff member was issued an invoice and the money was recovered.

### *Tourism Australia*

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1. Breakdown for each employment classification with a corporate credit card:

<b>Employment Classification</b>	<b>Number</b>
Board	7
Band 7	5
Band 6	10
Band 5	16
Band 4	36
Band 3	53
Band 2	32
Band 1	3
<b>Total</b>	<b>162</b>

2. There have not been any changes since the update provided at Budget Estimates 2012-13.
3. There were no instances where a corporate credit card was misused.

### *National Offshore Petroleum Safety and Environmental Management Authority*

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1. Breakdown for officers with a corporate credit card:

<b>Employment Classification</b>	<b>Number</b>
CEO	1
CFO	1
General Manager	1
Manager	1
Regulatory Assistant	4
HR Officer	1
Administrative Staff	2
IT Department	2
Purchasing	1
<b>Total</b>	<b>14</b>

2. There has been no instance of credit card misuse detected. All cards are acquitted monthly and signed off by the holder's line manager, with the exception of the CEO which is signed by the Chief Financial Officer (CFO). Plus all statements are reconciled by Finance department each month, to include verification of receipts and coding. All cards are acquitted monthly and signed off by the holder's line manager, with the exception of the CEO which is signed by the CFO. Plus all statements are reconciled by Finance department each month, to include verification of receipts and coding.
3. There were no instances of corporate credit card misuse detected during the 2011-12 financial year.

***Australian Solar Institute***

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1. Only officers at the senior executive level are issued with a corporate credit card.
2. There have been no instances of corporate credit card misuse detected. Where a breach occurs, the Australian Solar Institute (ASI) issue a staff warning and recover the funds and stronger action is taken where there has been fraudulent misuse. Monthly reconciliation assists to prevent misuse.
3. There were no instances of corporate credit card misuse identified during the 2011-12 financial year.

## ATTACHMENT A

**The Department's instances of corporate credit card misuse in 2011-12**

Classification	Description	Amount	Action Taken
EL1	Commonwealth credit card mistakenly used for private use	\$69.77	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL2	Commonwealth credit card mistakenly used for private use	\$7.50	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL2	Commonwealth credit card mistakenly used for private use	\$31.40	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$100.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$21.50	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$9.50	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
SES2	Commonwealth credit card mistakenly used for private use	\$14.90	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$7.50	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$13.80	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL2	Commonwealth credit card mistakenly used for private use	\$5.50	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL2	Commonwealth credit card mistakenly used for private use	\$63.85	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$28.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL2	Commonwealth credit card mistakenly used for private use	\$7.87	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$4.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
SES2	Commonwealth credit card mistakenly used for private use	\$82.60	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
APS4	Commonwealth credit card mistakenly used for private use	\$139.26	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
APS4	Commonwealth credit card mistakenly used for private use	\$22.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
SES1	Commonwealth credit card mistakenly used for private use	\$145.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
SES2	Commonwealth credit card mistakenly used for private use	\$11.70	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.

APS6	Commonwealth credit card mistakenly used for private use	\$19.60	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL2	Commonwealth credit card mistakenly used for private use	\$35.63	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
APS6	Commonwealth credit card mistakenly used for private use	\$6.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL1	Commonwealth credit card mistakenly used for private use	\$19.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
EL2	Commonwealth credit card mistakenly used for private use	\$122.56	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
APS6	Commonwealth credit card mistakenly used for private use	\$50.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
APS5	Commonwealth credit card mistakenly used for private use	\$10.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.
APS6	Commonwealth credit card mistakenly used for private use	\$8.00	The appropriate officials were notified. The CFO issued the cardholder with an official warning and a tax invoice. The money was recovered.