

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2012-2013**

Finance and Deregulation Portfolio

**Department/Agency: Department of Finance and Deregulation**  
**Outcome/Program: General**  
**Topic: Credit Cards**

**Senator: Ryan**

**Question reference number: F124**

**Type of question: Written**

**Date set by the committee for the return of answer: Friday, 6 July 2012**

**Number of pages: 1**

**Question:**

- a) Provide a breakdown for each employment classification that has a corporate credit card.
- b) Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):
  - i. What action is taken if the corporate credit card is misused?
  - ii. How is corporate credit card use monitored?
  - iii. What happens if misuse of a corporate credit card is discovered?
  - iv. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
  - v. What action is taken to prevent corporate credit card misuse?

**Answer:**

- a) As at 30 April 2012, the Department had 237 active credit cards:
  - 56 APS staff
  - 84 EL staff
  - 97 SES staff
- b) There have been no changes since Additional Estimates February 2012.

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Finance and Deregulation Portfolio

**Department/Agency: Australian Electoral Commission**

**Outcome/Program: General**

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  - v. What action is taken to prevent corporate credit card misuse?

**Answer:**

- a) The AEC has 499 active credit cards:
  - 409 APS staff
  - 71 EL staff
  - 19 SES staff
- b) i. – iii & v. No change since Additional Estimates February 2012.  
iv.

<b>Date</b>	<b>Staff classification</b>	<b>Details of credit card misuse</b>	<b>Action taken</b>
April 2012	Permanent employee National Office Classification: APS 6	Card used for personal expenses	<b>No cash loss to the AEC</b> as the transaction was identified and the money repaid to the AEC.
May 2012	Permanent employee National Office Classification: SES	Card used for personal expenses	Accidental use of credit card. Money repaid on identification of mistake. <b>No loss to the AEC.</b>

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**Finance and Deregulation Portfolio**

**Department/Agency:** ComSuper  
**Outcome/Program:**  
**Topic:** Credit cards

**Senator:** Ryan

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  - v. What action is taken to prevent corporate credit card misuse?

**Answer:**

- a) There are 35 credit cardholders within ComSuper.
  - 20 APS staff
  - 10 Executive Level staff
  - 5 SES officers
- b) No changes have occurred since February Additional Estimates 2012.

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**Finance and Deregulation Portfolio**

**Department/Agency:** Commonwealth Superannuation Corporation  
**Outcome/Program:**  
**Topic:** Credit cards

**Senator:** Ryan

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**Answer:**

- a) 19 staff (Chief Executive Officer, Chief Investment Officer, 4 Senior Executives, 6 Senior Portfolio Managers, 1 Portfolio Manager, 1 senior analyst, 2 analysts, 2 managers and 1 corporate administrator).
- b)
  - i. In accordance with credit card usage policy, the credit card may be withdrawn and the individual will be responsible for any costs incurred resulting from failure to comply with the Conditions of Use.
  - ii. In accordance with credit card usage policy, users must provide declarations by credit card holders, and reconciliations are performed as invoices become due.
  - iii. See answer to i) above.
  - iv. No instances of corporate credit card misuse have been discovered.
  - v. Continuous reconciliation of accounts and monitoring of use in accordance with policy; see answer to ii) above. Subject to regular internal audit.

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Finance and Deregulation Portfolio

**Department/Agency:** Future Fund Management Agency

**Outcome/Program:**

**Topic:** Credit Cards

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**Answer:**

- a) 86. Classification ranges from FFMA Level 2 through FFMA Level 6.
- b)
  - i. The General Manager of the FFMA will determine appropriate action, in accordance with internal policies and procedures.
  - ii. All statements require approval of the relevant manager of the card user and are reviewed by the CFO each month.
  - iii. The CFO investigates any questionable credit card transactions and reports to the General Manager all significant breaches.
  - iv. No.
  - v. All staff are provided with the relevant Chief Executive Instruction on the use of credit cards when they commence employment. All staff are required to sign off annually by July, that they have complied with the agency's policies, including the use of credit cards.