

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY 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: F99

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 2

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 Budget Estimates 2012-13 (May 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?
- c) 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:

- a) 230 active credit cards:
 - 48 APS staff
 - 87 EL staff
 - 95 SES staff
- b) One inadvertent breach of credit card Chief Executive Instructions and Operational Guidelines totalling \$37.50 by an EL staff member was reported in the Department's 2011-12 Certificate of Compliance. The amount was repaid and the employee concerned was reminded of their responsibilities as a credit card holder under the Chief Executive Instructions and Operational Guidelines. No other changes have occurred since Additional Estimates 2011-12 (February 2012).

- c) No instances of fraud occurred in 2011-12. One inadvertent breach of credit card Chief Executive Instructions and Operational Guidelines totalling \$37.50 was reported in the Department's 2011-12 Certificate of Compliance as noted above.

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Finance and Deregulation Portfolio

Department/Agency: Australian Electoral Commission

Outcome/Program:

Topic: Credit cards

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

- a) 509 active credit cards:
- 418 APS staff
 - 72 EL staff
 - 19 SES staff
- b) i. – iii & v. No changes since Budget Estimates May 2012.

iv.

Date	Staff classification	Details of credit card misuse	Action taken
July 2012	APS 5	Accidental	Adjustment action taken for ATM transaction fee
Aug 2012	APS 4	Credit card number compromised	Card cancelled and no financial loss to the AEC
Sept 2012	APS 5	Accidental	Funds to be repaid

c)

Date	Staff classification	Details of credit card misuse	Action taken
Mar 2011	Staff member on contract Classification: APS 5	Credit card used for personal expenses	Employment terminated Approx \$1,000.00
Aug 2011	Permanent employee WA State Office Classification: APS 6	Credit card stolen and used by third party.	Matter referred to AFP who declined to investigate. No cash loss to the AEC as the transaction was identified and cancelled within a short period of time.
Oct 2011	Permanent employee National Office Classification: APS 6	Cancelled card used for travel	Card was defaced, but was still accepted by a cab driver and put through the manual machine. Visa informed and the cost refunded to the AEC. No further action taken. No loss to the agency.
Apr 2012	Permanent employee National Office Classification: APS 6	Card used for personal expenses	No cash loss to the AEC 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. No loss to the AEC.

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Finance and Deregulation Portfolio

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

Senator: Ryan
Question reference number: F99
Type of question: Written
Date set by the committee for the return of answer: Friday, 30 November 2012

Number of pages: 1

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

- a) There are 31 credit cardholders within ComSuper.
 - 15 APS level staff
 - 10 Executive Level staff
 - 6 SES officers
- b) N/A. There have been no changes since Budget Estimates 2012-13.
- c) Nil.

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Finance and Deregulation Portfolio

Department/Agency: Commonwealth Superannuation Corporation

Outcome/Program:

Topic: Credit cards

Senator: Ryan

Question reference number: F99

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- c) 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:

- a) 16 credit cards
- Chief Executive Officer x 1
 - Chief Investment Officer x 1
 - Senior Executives x 4
 - Senior Portfolio Managers x 6
 - Senior Analyst x 1
 - Manager x 1
 - Corporate Administrators x 2
- b) No changes since Budget Estimates May 2012.
- c) Nil.

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Finance and Deregulation Portfolio

Department/Agency: Future Fund Management Agency

Outcome/Program:

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- c) 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:

- a) 88 active credit cards:
 - 3 FFMA 2
 - 28 FFMA 3
 - 53 FFMA 4
 - 3 FFMA 5
 - 1 FFMA 6
- b) No changes since Budget Estimates May 2012.
- c) None.