

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS
ATTORNEY-GENERAL'S DEPARTMENT

Portfolio

Question No. 94

Senator Humphries asked the following question at the hearing on 30 May 2013:

Credit cards

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?

The answer to the honourable senator's question is as follows:

For 2012-13 financial year information up to 31 January 2013, please refer to QoN 122 from the Additional Estimates round.

For the period 1 February 2013 to 31 May 2013 please see below.

Attorney-General's Department

1. 641 employees currently hold a credit card from APSL1 to Secretary. All employees can apply for a credit card which will be approved if there is a strong business requirement.
2. a) – e) There has been no change from answers given for Additional Estimates (refer QoN No. 122, Additional Estimates 2013) There have been no instances of credit card misuse since 1 February

Administrative Appeals Tribunal

1. There are 20 corporate credit cards on issue across the Tribunal as at 31 May 2013:

Level	No. of Cards
EL2	5
EL1	5
APS6	4
APS5	3
APS4	2

The Registrar also has a corporate credit card.

2.

- a) Misuse of a corporate credit card is reported to the Tribunal's security manager and the Registrar at first instance and, as appropriate, referred for internal investigation or to the Australian Federal Police or Director of Public Prosecutions.
- b) The record of each transaction must be submitted to the Finance Section accompanied by a signed declaration stating the purpose of the expenditure and certifying that it is for official purposes. Monthly accounts are reviewed by the Finance Section to verify that all transactions are documented correctly and are for official purposes only.
- c) Misuse of a corporate credit card is reported to the Tribunal's security manager and the Registrar at first instance and, as appropriate, referred for internal investigation or to the Australian Federal Police or Director of Public Prosecutions.
- d) No.
- e) The Tribunal's Chief Executive Instructions and other procedural requirements mean cardholders must acknowledge in writing when issued a card and must certify each transaction as being in accordance with the usage policy. The Finance Section reviews all credit card accounts each month for compliance and acceptable usage.

Australian Commission for Law Enforcement Integrity

1. There were 16 credit card holders at 31 May 2013

Level	No. of Cards
SES1	2
EL2	5
EL1	5
APS6	1
APS5	1
APS4	1

The Integrity Commissioner also has a corporate credit card.

2. No change since 1 February 2013.

Australian Crime Commission

1. 82 in total

Level	No. of Cards
SES2	2
SES1	11
Standard Seconded	2
EL2	26
EL1	24
CEO	1
APS6	4
APS5	6
APS4	4
APS3	2

2. a-e) There has been no change from answers given for Additional Estimates (refer QoN No. 122, Additional Estimates 2013).

Australian Customs and Border Security

1. There were 1,197 credit card holders at 31 May 2013:

Level	No. of Cards
CEO	1
SES3	2
SES2	11
SES1	41
Customs Officer 5 (EL2)	153
Customs Officer 4 (EL1)	256
Customs Officer 3 (APS6)	318
Customs Officer 2 (APS5)	313
Customs Officer 1 (APS4)	102

2. a)-c) and e) No changes since Supplementary Budget Estimates 2012-2013 (February 2013).

d) Since July 2010 and up to and including 31 May 2013, there was one instance of credit card misuse that has been detected and referred to the Integrity & Professional Standards area for investigation. This instance of non-compliance involved a Customs Level 2 Officer using an official credit card to purchase personal items. This instance of misuse was reported in previous responses. There has been an update on this matter since Supplementary Budget Estimates 2012-2013 (February 2013). The relevant officer was prosecuted and convicted of defrauding the Commonwealth on 25 June 2013. The matter has been adjourned for sentencing on 11 October 2013

Australian Federal Police

1. The AFP currently has 5,788 corporate credit cards issued as at 31 May 2013.

Band Level	Number of Cards
2	308
3	1256
4	1357
5	1002
6	462
7	828
8	227
EXEC	269
SES	79
Grand Total	5788

2. There has been no change for questions a, b, c, e since 1 February 2013 hence, nil response.

During the time period 1st February 2013 to 31st May 2013, AFP Professional Standards received one complaint of fraudulent (criminal) corporate credit card misuse.

The uncorroborated complaint alleges an unsworn AFP employee used their corporate credit card on unauthorised purchases. The total value of these transactions is \$70.

The complaint is being investigated by the AFP's Professional Standards investigations unit.

Australian Government Solicitor

Australian Government Solicitor (AGS) is a government business enterprise operating on a commercial and competitive basis in providing legal and related services to government and its agencies. AGS does not receive any Budget or other appropriations and its employees are engaged outside of the *Public Service Act 1999*. The question is therefore not applicable to AGS.

Australian Human Rights Commission

1. There were 19 credit card holders at 30 May 2013

Level	No. of Cards
Statutory Office Holders and Head of Agency	6
SES2	1
EL2	1
A/G EL2	1
EL1	3
APS6	1
APS5	2
APS4	4

2. a) – e) No change since Supplementary Budget Estimates 2012-13 (January 2013)

Australian Institute of Criminology

1. 4 Employees: APS3 – 1, APS5 – 1, APS6 – 1, EL2 – 1 for administrative purposes. In addition all staff have been issued with a Diners Club card under the current travel arrangements as required by the Department of Finance. These diners club cards are tightly regulated, being kept in the safe when not in use, and signed in and out as required, also staff can only make purchases on these cards related to travel.
2. No change since 1 February 2013.

Australian Law Reform Commission

1. The ALRC has three credit cards as follows: One issued to the ALRC President SES Band 3, one issued to the Executive Director/CFO SES Band 1 and one issued to the Finance Manager EL 1
2. No change since 1 February 2013

Australian Security Intelligence Organisation

1. APS4 - SES
2. a) No change since 1 February 2013.
b) No change since 1 February 2013.
c) No change since 1 February 2013
d) Yes – ASIO identified nine (9) instances of inadvertent corporate credit card misuse, none of which relate to fraudulent activity. Monies have been recovered for all instances of misuse.

APS4	1
APS5	2
APS6	2
EL1	1
EL2	3

- e) No change since 1 February 2013

Australian Transaction Reports and Analysis Centre

1. Total of 52 card holders:

Level	No. of Cards
CEO	1
SES2	2
SES1	8
EL2	29
EL1	8
APS6	3
APS5	1

2. No change since 1 February 2013.

Commonwealth Director of Public Prosecutions

1. As at 31 May 2013, 16 staff in the CDPP have a corporate credit card.

Level	No. of Cards
Director	1
EL2	1
EL1	5
APS 6	5
APS 5	2
APS 4	2

2. No change since 1 February 2013

CrimTrac

1. 102 in total

Level	No. of Cards
CEO	1
SES1	2
EL2	21
EL1	38
APS6	19
APS5	10
APS4	9
APS3	2

2. No change since 1 February 2013

Family Court of Australia

1. 40 staff have a corporate credit card. Their classifications are:

Level	No. of Cards
CEO	1
SES2	2
SES1	3
EL2	6
EL1	8
APS6	2
APS5	3
APS4	6
APS3	9

2. No change since 1 February 2013

Federal Court

1. 57 in Total

Level	No. of Cards
SES1	3
EL2	6
EL1	13
APS6	9
APS5	12
APS4	13
APS3	1

2. No change since 1 February 2013

Federal Circuit Court of Australia

1. 9 staff have a corporate credit card.

Level	No. of Cards
SES1	2
EL2	1
EL1	1
APS3	5

2. No change since 1 February 2013

High Court of Australia

1. 13 in total

Level	No. of Cards
Public Office Holder	1
Senior Executive Staff	1
EL2	1
EL1	2
High Court Employee 6	3
High Court Employee 5	2
High Court Employee 4	2
High Court Employee 2	1

2. No change since 1 February 2013

Insolvency and Trustee Service Australia

1. 17 in total

Level	No. of Cards
SES	2
EL2	1
EL1	6
APS6	3
APS5	4
APS3	1

2. No change since 1 February 2013

ITSA manages the Credit Card function consistent with the model CEIs

National Native Title Tribunal

The National Native Title Tribunal (NNTT) will not be providing a response to this question, as from 1 July 2012 the NNTT is no longer a Financial Management and Accountability Act 1997 Agency, and is funded to carry out its functions as a sub-program of the Federal Court of Australia's appropriation. On 12 March 2013 the Courts and Tribunals Legislation Amendment (Administration) Act 2013 came into operation. On that day the Australian Public Service Commissioner signed a determination which transferred all staff employed by the Tribunal to the Federal Court of Australia under s.72 of the Public Service Act, but those staff are designated staff assisting the Tribunal under the Native Title Act

Office of Parliamentary Counsel

1. 4 positions are issued with corporate credit cards—First Parliamentary Counsel (Agency Head), Principal Legislative Counsel (SES Band 2), General Manager and CFO (SES Band 1), and General Manager Publishing (SES Band 1).
2. No change since 1 February 2013.

Office of the Australian Information Commissioner

1. There were 8 credit card holders at 30 May 2013

Level	No. of Cards
Statutory Office Holders	2
SES1	1
EL2	1
APS6	1
APS5	3

2. No change since 1 February 2013.