

Department/Agency: Office of the Inspector-General of Intelligence and Security

Outcome/Program: Outcome 1

Topic: Credit cards

Senator: Ludwig

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Type of question: Written

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Question:

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?

Answer:

1. Three agency staff have a corporate credit card. Their classifications are: Agency Head, SES Band 1 and APS5.
- 2:
 - a) If a credit card was found to be misused, a preliminary assessment would be made by the Inspector-General to determine whether further investigation is warranted and whether the investigation should be undertaken internally or referred to a law enforcement agency.
 - b) The use of corporate credit cards is monitored through the monthly acquittal of statements.
 - c) If misuse of a corporate credit card was discovered it would be immediately reported to the Inspector-General of Intelligence and Security or the Principal Investigation and Review Officer – Corporate.
 - d) No.
 - e) OIGIS maintains only a small number of corporate credit cards and statements are reconciled monthly. Statements are reviewed by the Principal Investigation and Review Officer – Corporate before being forwarded to the Office Accountant.