

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates 26 May-6 June 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1 Prime Minister and Cabinet

Topic: Credit Cards

Senator: Senator the Hon Joe Ludwig

Question reference number: 348

Type of Question: Written

Date set by the committee for the return of answer: 11 July 2014

Number of pages: 2

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 since Additional Estimates in February, 2014? 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. As at 31 May 2014, the Department of the Prime Minister and Cabinet (PM&C) had 739 active credit cards on issue to eligible SES and non-SES staff in accordance with their employment requirements. To provide any further break-down detailing employment classification would be an unreasonable diversion of departmental resources.
2. PM&C's Credit Card Chief Executive's Instruction (CEI) provides that the following actions are taken in relation to credit card misuse.
 - a. Any suspected misuse, loss or theft of a PM&C credit card must immediately be reported to the First Assistant Secretary of Corporate Services Division, the Credit Card Administrator and the issuing bank.
 - b. Credit card reconciliations are required to be completed by each credit card user. Authorised delegates are responsible for reviewing credit cardholders'

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statements and supporting documentation to verify all purchases are work related as required by the CEI.

- c. Cardholders who have been found to misuse their card will be required to surrender their card to the credit card administrator and may be subject to action under the *FMA Act* or the APS Values and Code of Conduct. Following an internal investigation, cardholders who have been found to be using their card in a fraudulent manner may be referred to the Australian Federal Police.
- d. There have been no instances of intentional misuse of a credit card since the Additional Estimates in February 2014.
- e. Cardholders must sign an acknowledgment upon receipt of their card in which they declare that they understand and will use the card in accordance with PM&C CEIs and Operational Guidelines.