

**Senate Finance and Public Administration Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates Hearing 26 May- 5 June 2014

Prime Minister and Cabinet Portfolio

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

**Outcome/Program:** Outcome 1

**Topic:** Credit cards

**Senator:** 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:** 1

**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. 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.