

**Senate Finance and Public Administration Legislation Committee**

**Budget Estimates – May 2014**

**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Credit Cards

**Senator:** Ludwig

**Question reference number:** QoN 348

**Type of Question:** Written

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

**Number of Pages:** 2

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. 23 staff hold Office credit cards as per the table below.
2. The use of credit cards is governed by the Chief Executive Instructions and Financial Management Rules of the Office. Monthly credit card statements are reviewed and approved by the relevant delegate and through the Certificate of Compliance review process. Periodic training is undertaken as part of compliance with the Commonwealth Procurement rules. Since February 2014, there has been one instance of inadvertent misuse of a corporate credit card for private expenditure of \$28.60. The staff member concerned, a GH06, reimbursed the amount to the Office, and was counselled on the need to guard against inadvertent misuse of the corporate credit card.

<b>Classification</b>	<b>No within class.</b>
GH01	1
GH02	4
GH03	2
GH04	1
GH05	2
GH06	3
GH07	5
GH08	3
OFFSEC	1
DOS	1
<b>Total</b>	<b>23</b>