

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates 18-22 November 2013

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: 187

Type of Question: Written

Date set by the committee for the return of answer: 17 January 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? 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 1 December 2013, the Department has 272 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. The Department's Credit Card 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) Monthly credit card reconciliations are required to be completed by each credit card user. Each month authorised delegates are responsible for reviewing and signing off the credit cardholders' statements and

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supporting documentation to verify all purchases are work related as required by the Department's Chief Executive Instructions (CEIs).

- (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 misuse of credit cards since last reported to the Estimates Committee.
- (e) Cardholders must undertake training and complete a Questionnaire based on the Department's CEI's before receiving a credit card and are advised of the consequences of misuse in line with the Department's CEI's.