

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2013

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Credit cards

Senator: 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: 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? 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. Currently 106 employees hold a credit card in the Australian Public Service Commission (APSC). The breakdown of classification of credit card holders is shown below:

SES Officer	13
Executive Level staff	68
APS Level staff	25
Total	106

- a) Misuse of corporate credit card will be investigated through an internal fraud control process.
- b) Every month the corporate credit card statements are distributed to the card holders who are required to acquit each spending item with matching receipts. The acquitted statement is then reviewed and approved by the card holder's manager.
- c) If an instance of misuse is discovered, it will be investigated according to the internal fraud control process and appropriate follow-up action will be taken.
- d) There was no misuse of credit card reported or discovered for this financial year to date to 30 November 2013.
- e) Staff members are educated prior to receiving a corporate credit card regarding the appropriate use of Australian Government Credit Card (AGCC). Staff members need to acknowledge their understanding of the appropriate use of AGCC. All corporate credit card statements are prepared and reviewed by relevant managers.