

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 13-16 Feb 2012

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1.4 Support Services for Government Operations

Topic: Credit Cards

Senator: Senator Ryan

Question reference number: 111

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

Question:

1. How many staff in each department and agency has a corporate credit card? What is their classification?
2. What action is taken if the corporate credit card is misused?
3. How is corporate credit card use monitored?
4. What happens if misuse of a corporate credit card is discovered?
5. Have any instances of corporate credit card misuse been discovered? List staff classification and what the misuse was, and the action taken.
6. What action is taken to prevent corporate credit card misuse?

Answer:

1. As at 31 January 2012 there were 322 active credit cards on issue throughout the department. These were held by eligible SES and non-SES staff in accordance with their employment requirements. Eligible staff includes purchasing officers and those required to travel.
2. Please see the attached copy of the Department's answer to Question on Notice Number 155 Credit Cards – Question 2 of the Supplementary Budget Estimates of October 2011.
3. Please see the attached copy of the Department's answer to Question on Notice Number 155 Credit Cards – Question 3 of the Supplementary Budget Estimates of October 2011.

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4. Please see the attached copy of the Department's answer to Question on Notice Number 155 Credit Cards – Question 4 of the Supplementary Budget Estimates of October 2011.
5. There was no misuse of credit cards this financial year to date.
6. Please see the attached copy of the Department's answer to Question on Notice Number 155 Credit Cards – Question 6 of the Supplementary Budget Estimates of October 2011.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 17-18 OCTOBER 2011

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet
Outcome/Program: All
Topic: Credit Cards

Senator: Senator Ryan

Question reference number: 155

Type of question: Written

Date set by the committee for the return of answer: 02 December 2011

Number of pages: 2

Question:

1. How many staff in each department and agency have a corporate credit card? What is their classification?
2. What action is taken if the corporate credit card is misused?
3. How is corporate credit card use monitored?
4. What happens if misuse of a corporate credit card is discovered?
5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
6. What action is taken to prevent corporate credit card misuse?

Answer:

1. How many staff in each department and agency have a corporate credit card? What is their classification?

As at 30 September 2011, there were 298 active credit cards on issue throughout the department. These were held by eligible Senior Executive Staff (SES) and non-SES staff in accordance with their employment requirements. Eligible staff include purchasing officers and those required to travel.

2. What action is taken if the corporate credit card is misused?

In accordance with the department's Chief Executive Instruction (CEI) on credit cards, the following actions are taken in relation to credit card misuse:

"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.

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 *Financial Management and Accountability Act 1997* and the *Public Service Act 1999*. 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."

3. How is corporate credit card use monitored?

Credit cards are acquitted on a monthly basis. The authorised delegates are responsible for reviewing and signing off the credit cardholders' statements and supporting documentation to verify all purchases are work related as required by the department's CEI.

4. What happens if misuse of a corporate credit card is discovered?

Refer to the above response to question 2.

5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.

There was no identified misuse of credits cards in 2011-12.

6. What action is taken to prevent corporate credit card misuse?

In addition to the monthly review by authorised delegates, audits are also conducted as an assurance that cardholders are using their credit cards in accordance with the CEI.