

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 11-14 February 2013

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1.3 Support Services for Government Operations

Topic: Credit Cards

Senator: Senator Ryan

Question reference number: 79

Type of Question: Written

Date set by the committee for the return of answer: 2 April 2013

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 March 2013 there were 249 active credit cards issued throughout the Department. These were held by eligible SES and non-SES staff in accordance with the Departments business requirements. Eligible staff includes purchasing officers and those required to travel. A further breakdown by employment classification would be an unreasonable diversion of resources.
2. (a) In accordance with the Department's CEI on credit cards and Operational Guideline, 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 APS Values and Code of Conduct.

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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.

- (b) There have not been any changes since Budget Estimates 2012-13 (May 2012).
- (c) Refer to the above response to question 2(a).
- (d) There was no identified or reported misuse of credit cards in the past quarter.
- (e) There have been no changes since Budget Estimates 2012-13 (May 2012).