

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Additional Estimates 24-28 February 2014

**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:** 190

**Type of Question:** Written

**Date set by the committee for the return of answer:** 11 April 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 since Supplementary Budget Estimates in November 2013? 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 18 March 2014, the Department of the Prime Minister and Cabinet (PM&C) had 646 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. PM&C's Credit Card Chief Executive's Instruction (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.

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- 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 credit cardholders' statements and supporting documentation to verify all purchases are work related as required by the CEI.
- 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. No instances of credit card misuse have been identified since Supplementary Budget Estimates in November 2013.
- e. Cardholders must undertake training and complete a questionnaire based on the CEI before receiving a credit card, and are advised of the consequences of misuse in line with the CEI.