

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

PM&C Portfolio

Department/Agency: National Mental Health Commission
Outcome/Program: National Mental Health Commission
Topic: Credit Cards

Senator: Senator Ryan

Question reference number: 106

Type of question: Written

Date set by the committee for the return of answer: 12 July 2013

Number of pages: 1

Question:

Provide a breakdown for each employment classification that has a corporate credit card.

Please update details of the following?

- What action is taken if the corporate credit card is misused?
- How is corporate credit card use monitored?
- What happens if misuse of a corporate credit card is discovered?
- Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
- What action is taken to prevent corporate credit card misuse?

Answer:

As at 28 May 2013, three staff have a National Mental Health Commission corporate credit card. Their classifications are: Agency Head, SES2 and APS5.

In accordance with the National Mental Health Commission's Chief Executive Instructions (CEI) on credit cards, the following actions are taken in relation to credit card misuse:

“Any suspected misuse, loss or theft of a NMHC credit card must immediately be reported to the Director – Policy Strategy and Implementation, 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.”

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 CEI.

No instances of misuse have been discovered.