

Senate Finance and Public Administration Legislation Committee
Budget Estimates Hearing – October 2012
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

Department/Agency: Office of the Official Secretary to the Governor-General

Program 1: Support for the Governor-General and Official Activities

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

Topic: Credit Cards

Senator: Ryan

Question reference number: PM132

Type of Question: Written

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

Number of Pages: 2

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

Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):

- 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:

19 staff hold Office credit cards. See table over.

| Commonwealth Officer Classification | Number of Credit Cards Held |
|--|------------------------------------|
| GH01 | 1 |
| GH02 | 1 |
| GH04 | 1 |
| GH04 | 1 |
| GH04 | 1 |
| GH05 | 1 |
| GH06 | 1 |
| GH06 | 1 |
| GH06 | 1 |
| GH06 | 1 |
| GH06 | 1 |
| GH07 | 1 |
| GH07 | 1 |
| GH07 | 1 |
| GH07 | 1 |
| GH08 | 1 |
| GH08 | 1 |
| GH08 | 1 |
| Agency Head | 1 |
| SES 1 | 2 |
| Total | 20 |

No change since Budget Estimates 2011-12 (May 2012)