

## QUESTION TAKEN ON NOTICE

### BUDGET ESTIMATES HEARING: 23 MAY 2011

#### IMMIGRATION AND CITIZENSHIP PORTFOLIO

#### **(BE11/0040) Program: Internal Product**

Senator Cash (L&CA 18) asked:

Who within the media and communications unit have credit cards, what is their expenditure limit, what expenses are placed on those credit cards and who authorises the expenditure once it is actually incurred?

*Answer:*

1) Departmental travel cards (Diners) and Australian Government Purchase Cards (Mastercard) are issued to the following staff of the National Communications Branch:

- National Communications Manager
- Executive Assistant (National Communications Manager)
- Information Campaigns Support Officer
- Director (Media)
- Director (Internal and Strategic Communications)
- Director (Production and Design)
- Assistant Director (Production and Design)
- WA, SA, TAS, VIC, NSW, QLD-based public affairs officers

2) Expenditure on Diners card covers the costs of airfares, accommodation and taxis incurred while an officer is travelling. The expenditure limit on the Australian Government Purchasing Card (Mastercard):

- for the Executive Assistant and Information Campaigns Officer of \$9999 per transaction (with a monthly limit of \$50 000)
- while all the other staff listed at 1) have an expenditure limit of \$2000 per transaction (with a monthly limit of \$20 000).

3) Expenses include but are not limited to operational requisites, media product (including publications and newspapers), travel and general office overheads.

4) All expenditure charged to department credit cards is approved by the appropriate delegate as required under the *Financial Management and Accountability Act 1997*.