

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

National Collecting Institutions

Question No: 175(k)

National Collecting Institutions

Hansard Ref: Written, 19/02/2016

Topic: Credit cards

Senator Ludwig, Joe asked:

National Cultural Institutions

- Australian National Maritime Museum
- National Film and Sound Archive
- National Gallery of Australia
- National Library of Australia
- National Museum of Australia
- National Portrait Gallery
- The Museum of Australian Democracy

Since the change of Prime Minister on 14 September, 2015:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

Australian National Maritime Museum

1. There have been no changes to employment classification that have access to a corporate credit card.

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2. No.
3. No.
4. No.
5. N/A.
6. No.
7. N/A.

National Film and Sound Archive

1. No change.
2. No change.
3. No change.
4. No.
5. N/A.
6. No change.
7. N/A.

National Gallery of Australia

1. The Gallery has 85 credit cards. It would be an unreasonable use of resources to provide further details.
2. No.
3. No.
4. No.
5. N/A.
6. No.
7. N/A.

National Library of Australia

1. To attempt to provide the level of detail requested would involve an unreasonable diversion of resources.
2. No.
3. No.
4. Yes.
5. One instance of misuse was reported. An employee at the APS 6 level mistakenly used their corporate credit card for a low value purchase. The employee identified and reported the mistake and immediately thereafter repaid the monies. The employee has been counselled.
6. No.

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7. N/A.

National Museum of Australia

6. To attempt to provide the level of detail requested would involve an unreasonable diversion of resources.

7. No.

8. No.

9. No.

10. N/A.

11. No.

12. N/A.

National Portrait Gallery

1. The National Portrait Gallery has nil changes to employment classification access to corporate credit cards.

2. There have been nil changes to corporate card misuse during the reporting period 14 September 2015 to 9 February 2016.

3. There have been nil changes to corporate card monitoring processes during the reporting period 14 September 2015 to 9 February 2016.

4 & 5. There have been no instances of misuse of corporate credit card during the reporting period 14 September 2015 to 9 February 2016.

6. There have been nil changes to corporate credit card to prevent misuse during the reporting period 14 September 2015 to 9 February 2016.

7. NA

The Museum of Australian Democracy

1. There has been no change to OPH's policy in regard to employee access to a corporate credit card since the specified date.

2. No.

3. Since the specified date an online credit card acquittal system has been implemented (previously manually acquitted).

4. No.

5. Nil.

6. No.

7. Nil.