

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

19 – 20 October 2011

Question No: SBT 200 - 205

Topic: Productivity Commission Credit Cards

Hansard Page: Written

Senator Bushy asked:

200. How many staff in each department and agency have a corporate credit card?

a) What is their classification?

201. What action is taken if the corporate credit card is misused?

202. How is corporate credit card use monitored?

203. What happens if misuse of a corporate credit card is discovered?

204. Have any instances of corporate credit card misuse have been discovered?

a) List staff classification and what the misuse was, and the action taken.

205. What action is taken to prevent corporate credit card misuse?

Answer:

200. Currently 24 staff have a corporate credit card. Corporate credit cards are issued where duties involve purchasing of minor supplies or making bookings (generally APS 1-6 staff); or to meet in country expenses associated with international travel (generally executive or senior executive level staff).

201 & 203. If a corporate credit card was misused, the incident would be investigated and, depending on the circumstances, action would be taken in accordance with the *Financial Management and Accountability Act 1997* and *Public Service Act 1999*.

202. Corporate credit card use is monitored through second officer examination and sign-off on monthly corporate credit card statements and supporting documentation. There is also periodic internal audit review.

204. There have been no instances where misuse of corporate credit cards has been discovered.
205. Provision of Chief Executive Instructions on the use of corporate credit cards; monitoring (as per the response to SBT 202); and provisions under the *Financial Management and Accountability Act 1997* and *Public Service Act 1999*.